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ABSTRACT

Information in this faculty-staff manual is organized under the various departments responsible for it: Office of the Vice President for Academic Affairs and Dean of the University, The Student Affairs Office, Office of the Vice President for Fiscal Affairs, Department of Public Relations, Faculty Organizations, Standing University Committees, Special Boards and Committees of the Faculty; Administrative Committees, Academic Committees, etc. (JT)

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TRINITY UNIVERSITY

Faculty-Staff Manual

August 1974

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TRINITY UNIVERSITY

Faculty-Staff Manual

August 1974

TRINITY UNIVERSITY

FOREWORD

This *Faculty-Staff Handbook* has been compiled by the Department of Public Relations for the faculty and staff of Trinity University as a source of information for university procedures, organization, and benefits.

A separate publication, *Trinity University Policies,* will be published in November 1974 with the texts of basic documents establishing Trinity University governance.

A third publication, *Trinity University Staff Handbook,* primarily for support staff, was published in June 1974.

A listing of all university personnel by departments will be issued in September 1974 as a faculty and staff directory to supplement the regular campus directory.

Further revision of this handbook is planned for the 1975-76 year. Comments and suggestions for its improvement are welcomed by the Department of Public Relations.

July 1974

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SECTION I

INTRODUCTION TO TRINITY UNIVERSITY

Purpose

Trinity University is an independent, co-educational, liberal arts institution of higher learning which seeks to promote high goals and standards of academic integrity, individual and institutional achievement and excellence in teaching.

Non-sectarian in all of its policies, Trinity University is dedicated to the search for truth and the acquisition and dissemination of knowledge for the enrichment of life. The University is owned and managed by a 36-member, self-perpetuating Board of Trustees. The Trustees represent varied walks of life including banking, ranching, mining, the petroleum industry, education, the ministry, business, law and the medical profession.

Related by covenant to the Synod of the Sun of the United Presbyterian Church in the USA Trinity serves students of all denominations. The University welcomes to its Skyline campus approximately 3,400 students of every faith and ethnic origin from 45 states and 17 foreign countries. Students are selected without regard to race, creed or national origin.

Academics

The University offers 34 undergraduate degree fields and 23 graduate level programs.

Trinity's administrators believe the destiny of the University lies in remaining a relatively small university of liberal arts tradition, with a balance among the humanities, social sciences, and natural sciences. Carefully selected professional programs, such as engineering science, teacher education, health care administration, and urban studies, also are included.

The 2,700 undergraduate students are involved in a new and exciting academic curriculum, called the Trinity Plan, which tailors each student's course of study to his specific needs. Because Trinity believes that each student is an extraordinary individual, the Trinity Plan invites the student to design his own degree program with faculty guidance. The program he chooses is based on what he has learned before he arrived at the University, his interests and abilities, and his career expectations. All Trinity students may take one elective each semester on a pass-fail basis. Independent study is an integral part of most departmental programs.

Faculty

A major strength of Trinity University is its faculty. More than 70 per cent of the full-time teaching faculty hold the earned doctorate. The ratio of students to faculty members is 14-to-one.

Accreditation

A member of the College Entrance Examination Board, Trinity University is accredited by the Southern Association of Colleges and Schools and by other leading accrediting agencies. The University is a member of the Southern University Conference.

History and Location

Trinity University was founded in 1869 in Tehuacana, Texas, but was moved to Waxahachie in 1902. In 1942 — at the invitation of the San Antonio Chamber of Commerce and with the cooperation of Southwest Methodists, who gave their Woodlawn Campus to Trinity — the University was relocated in San Antonio. The present campus was activated on May 13, 1952.

Located on a wooded 107-acre site overlooking downtown San Antonio four miles away, Trinity's campus has grown in 20 years from a single structure to 44 major buildings.

Growth

Trinity University's remarkable growth has seen the total assets increase from $2.9 million in 1951 to more than $101 million in 1974. This represents $52.9 million in endowment (June 1973 market value) and $48.9 million in physical plant investment (June 1974 replacement value). As a private university, Trinity receives no direct tax subsidy. Most of the University's financial support comes from tuition and fees, income from permanent endowment, philanthropic contributions and regular annual gift investments by foundations, business and civic leaders, and churches. Some federal loan funds have been used in the construction of self-liquidating dormitories, and government grants have helped to secure a number of science facilities and to further research activities.

Financial assistance totaling more than $1.4 million each year is provided by the University to qualified students in the forms of scholarships, work grants and student loans.

Vice-President for Academic Affairs and Dean of the University

The academic administration of Trinity University is under the direction of the vice-president for academic affairs and dean of the university. He reports directly to the President of the University.

Working under the direction of the dean of the university and reporting to him are an assistant dean in his office, an assistant dean in charge of Academic Services, dean of the College of Arts and Sciences, dean of graduate studies, dean of the School of Business Administration, dean of the School of Engineering, director of the libraries, director of admissions, professor of military science, and chairmen of other appropriate academic units.

The dean of the university is also executive officer of the Academic Council, the organization which approves course changes, sets academic policy, and makes exceptions to policies.

College of Arts and Sciences

The College of Arts and Sciences, which includes five academic divisions, is headed by the dean of the College of Arts and Sciences who reports to the vice-president for academic affairs. The traditional departmental structure is headed by department chairpersons. Each chairperson reports to the dean of the College of Arts and Sciences.

Each of the five academic divisions is directed by a division council made up of the department chairpersons within the division plus one other elected representative of each department. In addition, representatives from departments not assigned to that division may be granted membership upon request and with the approval of Division Council members.

The dean of the College of Arts and Sciences also serves as executive of each of the division councils. The division councils provide a meeting ground for discussion of common interests, development of joint programs, professional growth across disciplinary lines and consideration of other academic matters of broad consequence which transcend traditional departmental boundaries. This includes discussion of new courses, the elimination of old courses, changes in major requirements, teacher preparation and other curriculum matters.

All matters coming to the Academic Council and Graduate Council from departments should go through the division councils.

Divisions within the College of Arts and Sciences and the departments to be included in each are:

a. Division of Media and Fine Arts

   (1) Art, Journalism, Broadcasting and Film, Speech & Drama, and Music.

b. Division of Physical and Life Sciences

   (1) Biology, Chemistry, Computing and Information Science, Geology, Mathematics and Physics

   (2) This division also has responsibility for courses in Bio-Physics and other appropriate interdisciplinary programs.

c. Division of Humanities

   (1) English, Foreign Language, History, Philosophy and Religion

   (2) This division has responsibility for courses in American Studies, European Studies, Latin-American Studies and other appropriate interdisciplinary programs.

d. Division of Social and Behavioral Sciences

   (1) Economics, Political Science, Psychology and Sociology

   (2) This division has responsibility for interdisciplinary programs in the Social Sciences

e. Division of Education, Home Economics, and Health and Physical Education

The Graduate School

The Graduate School is headed by the dean of Graduate Studies, who reports to the vice president for academic affairs. The Department of Health Care Administration and Urban Studies are included in the Graduate School and their chairmen report to the dean of the Graduate School.

School of Business Administration

The School of Business Administration is headed by the dean of the School of Business Administration who reports to the vice president for academic affairs.

School of Engineering

The School of Engineering is headed by a dean of the School of Engineering who reports to the vice president for academic affairs. The Department of Home Building is included in the School of Engineering.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE UNIVERSITY

The Office of the Vice President for Academic Affairs and Dean of the University is the chief academic office of the University. He reports to the president of the university. Direct responsibility for the academic programs and activities in the college and schools of the University is delegated to the deans of these units, but the vice president for academic affairs supervises and coordinates the entire academic life of the University from admissions to the granting of degrees.

There are two persons with the title of assistant dean of the university. One is in charge of admissions and records. He directs the Office of Academic Services, which includes the Office of the Registrar and the Office of Academic Programs. The other assistant dean of the university directs pre-registration and registration programs, prepares class schedules, assigns classrooms and faculty offices, directs the summer session and publishes university bulletins.

Through the director of the library, the vice president for academic affairs supervises the operation of the libraries. Through the director of admissions, he directs the program of student recruitment.

Personal Information

All faculty members are required to file with the dean of the appropriate college or school a personal data sheet and a transcript covering graduate work. The data sheet will be furnished by the dean, but it is the responsibility of each faculty member to order a transcript and have it sent to the University.

Faculty Personnel Policy

Appointment to the faculty of the University is made by the Board of Trustees, and official notification is given by letter from the president. University regulations covering such areas as appointments and contracts, tenure and academic freedom, are covered in detail in the document titled Trinity University Statements on Academic Freedom, Responsibility, Employment, Tenure, and Due Process.

Retirement

Faculty members at Trinity University reach retirement age at 65. A faculty member will receive his final contract for the school year in which his 65th birthday falls. After retirement a faculty member may be employed on a year-to-year basis. However, this is done only in unusual circumstances. At 65 a faculty member no longer has tenure.

Convocations

All members of the faculty have the responsibility to participate in all formal University ceremonies including baccalaureate and commencement. Academic regalia, when required, may be purchased or rented through the bookstore.

Course Outlines

During the first week of the semester each teacher is expected to distribute to each student in his class a course outline giving general objectives of that course, the approximate dates of major examinations for the semester, the approximate dates of one-hour examinations, dates on which major papers are due, and regulations, if any, concerning attendance.

A copy of the course outline should be filed with the office of the appropriate dean on the day of class distribution.

Class periods

All classes and laboratories should begin promptly at the scheduled hour and every effort should be made to close the periods on time. This applies to the opening class of each term which should meet for the full period.

Failure to Meet Classes

A faculty member who is unable to meet a class should notify his department chairman at the earliest possible time. The department chairman should make arrangements to have some qualified person meet the class and then notify the office of the appropriate dean.

If an instructor cannot notify his department chairman, he should notify the office of the appropriate dean.

Absences

The University does not have a policy which provides excused absences. Students are expected to attend all classes.

When a student is ill or absent from the campus representing the University in athletic contests or other events, the student should be given the opportunity of making up the work which he has missed.

Students who are absent without such an explanation may or may not be provided with this opportunity, depending upon the decision of the instructor.

A student may be dropped from a class because of excessive absences when, in the judgment of the instructor, he has missed so much classwork that such an action is justified. No definite number of absences has been fixed as being excessive, and each instructor should explain to his students at the opening of each semester his policy in this matter.

Class Tours and Field Trips

Trinity University regulations do not permit an instructor of one class to schedule field trips that will take students out of other classes.

Saturday field trips and class tours scheduled for times other than the regular class period cannot be required of students unless the trips are specified at the time of registration.

Outside Speakers

Instructors may schedule off-campus speakers to appear before classes. However, the instructor in charge of the class is completely responsible for the acceptability of such a speaker and his relevance to the course. If the instructor is in doubt, he should confer with the vice president for academic affairs before extending an invitation.

Closed Organization Lectures

Any recognized campus organization, with the exception of the Student Association, may sponsor lectures without approval if the lecture is limited to the membership of that organization. Arrangement for facilities should be made through the assistant dean of students. Organizations shall be financially responsible for facilities and security not normally required.

Lectures Open to the Public and Lectures Sponsored by Student Association

Lectures open to persons other than members of the sponsoring organization and lectures sponsored by the Student Association must be approved by the assistant dean of students. If this approval is not granted, the organization shall have the right to appeal that decision to the University Lecture Committee, which is described in the chapter on organizations and committees in the student handbooks.

Examinations

The instructor in each course is personally responsible for giving all examinations. Not only should he arrange student seating and supervise each examination, he should individually prepare and maintain possession of mimeographed examination papers. Permitting student assistants to ditto examination questions and storing the examination questions in unlocked drawers has contributed to security problems. Examinations should never be in excess of three hours; however, a student shall be permitted the full three-hour period in which to complete the examination if the student elects to use that much time.

Schedules for final examinations are announced in advance of the examination period. No exemptions are granted, and no examinations may be given in advance of the announced schedule unless by written permission from the Office of the Vice President for Academic Affairs.

In the examination periods preceding graduation exercises (August only), instructors are required to report final grades for degree graduates at a time earlier than the date on which other grades are reported.

The giving of final examinations for these undergraduate degree graduates (August only) is optional with the instructor concerned. In these instances final examinations are not required. However, if examinations are given, the times and places will be determined by the instructors and must be arranged so that grades can be reported to the Office of the Registrar on or before the announced date when final grades for degree candidates are due.

Faculty members should preserve roll books (or other records of student classwork) for five years, the normal academic life of a student.

Class Schedules

Each department chairman is required to furnish the Office of the Vice President for Academic Affairs a schedule of classes for each semester. To provide an opportunity to review the schedules and because of the necessity of publishing these schedules in advance of preregistration, it is necessary for schedules to be furnished at the following times:

October 18, 1974 —Mini Term of 1975, First and second term of Summer School 1975

March 3, 1975 —Fall Semester 1975 and Spring Semester 1976

After a class schedule has been published, it is desirable to make as few changes as possible. However, when adjustments are necessary a request should be made in writing by the department chairman.

University Bulletins

The University publishes four bulletins each year; a combined College of Arts and Sciences, School of Business Administration and School of Engineering bulletin in December; a Summer Session bulletin in February; a Graduate School bulletin in March and a News Bulletin in August.

August 30, 1974 —

August 30, 1974 —Personnel information for undergraduate bulletin should be delivered to the Office of the Vice President for Academic Affairs.

October 18, 1974 —Summer Session Bulletin 1975: All copy should be delivered to the Office of the Vice President for Academic Affairs.

December 2, 1974 —Graduate School Bulletin 1975-1976: All copy should be delivered to the Office of the Dean of Graduate Studies.

Admissions

The function of locating and admitting undergraduate students to study at Trinity University is the province of two offices: The Office of Admissions and the Office of Academic Services, operating under policies determined by the trustees, the administration and a faculty committee.

The Office of Admissions, under the director of admissions, is engaged in actively seeking qualified students for Trinity University.

The director and his staff of five assistants initiate inquiries and encourage applications from qualified students. These objectives are accomplished chiefly through high school visits with counselors and students and by personal interviews with prospective students and their parents. Some of these conferences take place in the cities in which the prospective students live, others take place while the students and their parents are visiting the Trinity campus.

The main objective of the admissions staff is to stimulate the prospective student in such a way that he will visit our campus. During a visit the student is encouraged to talk with faculty members, to spend a night in a residence hall, to attend a few classes, and to see for himself what Trinity has to offer.

The admissions staff has an outstanding record of accomplishment. It is based on a program of furnishing factual information to the prospective student, introducing him to faculty members, students and administrators and showing him the Trinity campus.

Office of Academic Services

The functions of admitting students to study at Trinity University, developing the academic programs of students and maintaining academic records have been combined into a single Office of Academic Services under the supervision of an assistant dean of the university.

Admission Records

Formal admission to study at the undergraduate level in Trinity University is the first step in planning an academic program. This function is presided over by an assistant dean of the University, responsible directly to the vice president for academic affairs and dean of the University.

A University committee, composed of faculty, administrators and students, develops admission policy in keeping with objectives set by the Board of Trustees and provides general guidance of the function in cooperation with the assistant dean of the University, who serves as executive to and a voting member of the University's Committee on Admission.

This office is responsible for correspondence with all prospective students at the undergraduate level. It also carries the responsibility for furnishing catalogs to all who inquire about the University.

Inquiries regarding Trinity begin most frequently in two ways: a letter or postal-reply card indicating interest and asking for information or through contact with a Trinity traveling representative from the Office of Admissions. During the school year just passed, more than 5,000 first-time inquiries were handled.

When inquiries result in formal application, a personnel folder on each applicant is set up containing all correspondence, grade records, test scores, a personality inventory and recom-

mendations. When the folder has a preliminary transcript and test scores on file, the folder is marked ready for committee action. Decisions on admission begin in November with those applicants who have asked for Early Decision status. Regular weekly agenda meetings begin in December and continue through June.

For freshmen, admission is granted or denied on the basis of an application, a preliminary transcript and College Entrance Examination Board Scholastic Aptitude Test scores. Applicants whose records make them clearly acceptable according to policies determined by the Committee on Admissions are usually approved as soon as all necessary data is on file. Applicants less qualified are reviewed at weekly meetings of the Sub-Committee on Decisions.

No member of the Trinity staff grants or denies admission except as prescribed by the Committee on Admission.

Trinity makes use of prediction-of-success formulae in reaching admission decisions. Formulae are based on statistical analysis of actual freshman performance of the last entering freshman class in the light of grade averages in high school and S.A.T. scores. The formulae are revised each year with the help of Educational Testing Service.

Transfer students are admitted through much the same procedure, except that adequate grade averages in college and good standing are the criteria, with little or no emphasis on high school grades and test scores. Doubtful cases are reviewed by sub-committee in reaching an admission decision.

Transfer students also are screened with regard to proficiency in English. An inadequate background in English, as reflected by transcript grades in English, is considered as cause for negative action.

The original data in-put for student personnel computer records system originates in this office and is regularly up-dated until the student actually registers or the records are retired from the active file after the last day to register.

Faculty members who have names of prospective students should give this information to the Office of Admissions, but catalogs may be requested from the Office of Academic Services.

University Scholars and Presidential Scholars are identified in this office and records of continuing University Scholars are maintained here also.

Academic Programs

The work of the Director of Academic Programs is a part of the function of the Office of Academic Services.

The primary function of the Academic Programs section is to coordinate academic advising and degree planning for all undergraduate students.

The office works closely with faculty members on interpreting academic policy under the Trinity Plan as it relates to individual students and their degree programs.

Other functions performed by this office include evaluation of transcripts from other colleges and universities, receiving applications for major when completed, consultation with students about degree programs and academic standing and certification of students for graduation. The office also provides limited academic advising for veterans and prepares reports and enrollment certification required by the Veterans Administration.

A collection of undergraduate catalogs from other colleges and universities is maintained as an aid to transcript evaluation. Faculty members are welcome to visit the office to consult this catalog library. The catalogs may not be signed out, however, as duplicate copies also are maintained in the University's library.

Academic Records

The academic records of the University are administered by the Registrar as part of the Office of Academic Services. The major functions of the Academic Records section are:

To maintain the academic records of all students who are or have been enrolled at Trinity University and its antecedent colleges.

To prepare official transcripts or statements of standing for other universities and organizations at the request of student.

To participate in pre-registration and registration preceding each semester and each summer session.

To verify to the Selective Service Board the enrollment of male students at the student's request; to prepare reports and enrollment certifications required by students enrolled under the various government aid programs, such as

the Social Security Administration.

To provide statistics for numerous reports, including the annual internal report to the President, as well as official reports to state and federal agencies, educational groups and other organizations concerning enrollment and grade distribution.

To provide information to the Committee on Academic Standing regarding those students whose work warrants scholastic probation or dismissal and to notify such students of the actions taken by that committee.

To compile data and publish records of students who qualify for honors.

To prepare and publish, in cooperation with the dean, department chairmen and the Computer Center, class schedules for each semester and summer session.

In certain areas, faculty members will be directly concerned with the activities of this office. The following information is useful for reference.

Registration

Pre-registration is held near the close of the fall and spring semesters only for students who currently are enrolled at Trinity University. In the fall, students may pre-register for spring; in the spring they may pre-register for either term of the summer session or for the fall semester or for all three. Students who do not pre-register usually may register at the regular time.

Faculty members will be furnished with appropriate guidelines and instructions prior to each pre-registration and regular registration date. Dates and times for registration and pre-registration will be found in the catalog calendar, as well as on the front page of the schedule concerned. Schedules may be obtained from the Office of Academic Service.

Validation of Pre-Registration

When pre-registration was held last April 25, 1,559 Trinity students filed class schedules for the fall semester, 1974. This procedure gave them reserved places in the classes they wanted. However, all students who pre-registered were required to validate and protect their choice by taking two additional steps.

1. Pay their tuition by the August 16 deadline. Pre-registrations not paid by that date were cancelled (no exceptions).

2. During the first two days of classes in the fall semester, each pre-registered student appeared at the Sams Center in person to validate his pre-registration.

The validation hours both days were 9 a.m. to 4 p.m. Primarily, this gave students an opportunity to provide current information for the personal data sheet, and to receive new Trinity ID cards for the fall semester.

Any student who pre-registered and paid his tuition by August 16, but who did not validate his pre-registration August 29 or 30 at Sams Center, caused his pre-registration to be cancelled.

This validation procedure will be held at the beginning of each fall term. If a situation exists which makes it impossible for any student to report to the Sams Center on either of these two days of validation, he should notify the Office of the Vice President for Academic Affairs in writing before the close of the validation period.

Students whose pre-registrations are cancelled for any reason have an opportunity to register again during Add and Drop Days, for those classes that are still open.

Add-Drop

Students wishing to make changes in their schedules may do so only on the dates designated, as listed in the catalog calendar, and on the first page of the class schedule.

Courses may be added only on these dates. Courses dropped on these dates do not appear on the student's permanent record at the University.

Additionally, a student may withdraw from a course with a grade of "W" until a scheduled date, or may withdraw with a "WP" or "WF" until another deadline. These dates also appear in the catalog calendar.

Revised class rolls will be furnished to faculty members after the first Add-Drop days. **Any discrepancies should be reported to the Registrar immediately.**

Withdrawal

Any undergraduate student who wishes to withdraw from the University entirely should initiate such action in the Office of Student Affairs.

A graduate student who wishes to withdraw initiates this action with the Registrar.

Faculty members can assist with solving a major problem by reminding students that mere non-attendance does not constitute withdrawal from the University.

Grades

Mid-Semester Grades

Students whose work at mid-semester warrants a grade of D, F or I should be reported. The appropriate mark-sense bubble in the mid-semester grade column of the student's course card should be filled in by the instructor, and the card turned in to the Registrar.

Mid-semester grade report forms are prepared by the Computer Center in triplicate and distributed by the Registrar to the student, his parents and the Office of Student Affairs. These grades do not become a part of the student's permanent record and are intended to serve as a warning of inadequate progress.

Mid-semester grades are not reported for the summer sessions. Due dates for the fall and spring semesters will be found in the university calendar published in the undergraduate and graduate bulletins.

Instructor Grade Report Sheets and Course Cards

After the add-drop period, each instructor will receive an Instructor's Class List and Report sheet showing the students enrolled in each of his classes, as well as course cards for each of the students listed. The sheets and cards are white for undergraduates, blue for graduate students. These should be checked very carefully upon receipt of the lists and any discrepancies should be reported at once.

In order to expedite the compilation of grades for graduating seniors in May, early grades for these students will be asked for at a specified time.

Grade report sheets and the course cards for the remaining students are due 48 hours after the final examination.

A space is provided for reporting a student's absences on the grade report sheet. Chronic absentees should be reported to the Office of Student Affairs. It it seems advisable, the instructor may recommend to the Registrar withdrawal from the class with the appropriate grade.

Non-attendance does not constitute an official drop. A grade should be reported for each and every student listed on your grade report sheet.

A grade of A, B, C, D, F, WP, WF or I should be indicated by filling in the appropriate mark-sense bubble in the semester column with the IBM electrographic pencil.

Certain undergraduates may receive approval to take courses on the Pass-Fail basis. Such courses may not be taken to fulfill basic requirements or major requirements. The purpose of the Pass-Fail system at Trinity is to encourage students to take elective courses in new fields of interest without impairing their grade average, particularly in cases where the student has an outstanding average especially in the major field. A student applying to take a course on a Pass-Fail basis subsequently may not request a regular letter grade and a student registered for a regular course grade may not change to Pass-Fail after Add-Drop day. Only one Pass-Fail course may be scheduled in any semester. There are appropriate mark-sense bubbles on the grade cards to register either PP (Pass) or FF (Fail) for Pass-Fail Courses. To avoid misunderstanding, each instructor is asked to announce to each class early in the semester the names of students who are listed on the class roll for Pass-Fail grades.

Grade cards for graduate students enrolled in courses on a Satisfactory-Unsatisfactory basis should be marked in a similar manner, using the appropriate mark-sense bubble.

A graduate student enrolled for a thesis should receive a letter grade if the document has been completed. If the thesis is In Progress, the grade PR should be entered by marking the appropriate mark-sense bubble.

Incompletes

A Grade of I (Incomplete) indicates that a student has done work of a passing grade in a course but has failed to complete some portion because of an emergency condition or circumstance which is recognized by the instructor. With each grade of I, the instructor must file a special report concerning the circumstances.

The letter I should be entered on the grade report sheet, and the appropriate mark-sense bubble marked on the grade card.

Incomplete grades are changed to F, unless the required work is completed within the prescribed time limit. For undergraduate students this limit is **one semester**; for graduate students it is **one year.**

If the student completes the work before the time limit expires, the instructor should instruct the Registrar to change the grade by filling out a Change of Grade card.

When a student completes a thesis and a PR grade is to be changed, the Registrar should be notified in writing.

Non-Credit

A non-credit student is one who is not eligible for credit or does not desire credit. He may receive full instructional attention and may participate in class. He is not required to take a final examination or other tests.

The grade NC should be entered on the grade report sheet, and the words "Non-Credit" should be written in ink across the student's course card.

No course taken as non-credit may subsequently count for credit unless it is repeated.

Registration Instruction for the Faculty

All full-time faculty members should be present for the registration periods, reporting 15 minutes in advance of the times indicated.

It will be helpful to familiarize yourself with a copy of the Student Registration Instructions, which is available from the Office of Academic Services.

Students who pre-registered for the fall semester will be given an opportunity to make additions or changes in their schedules during Add and Drop Days. They should, in the meantime, attend the courses they will be adding.

All faculty members should secure a copy of the supplement to the fall schedule, which lists all the corrections, additions and deletions.

Packet

At the beginning of the registration process at Sams Center, each undergraduate and graduate student will be issued a packet containing a course schedule form and an IBM header card on which will be recorded his name and social security number. Each returning student also will have a Xerox copy of his transcript, which will be helpful to his advisor in making suggestions about the student's class schedule.

Advisor

After helping an advisee work out his schedule, please take note of the following:

Non-credit must be so indicated on the student's course schedule; also any independent study courses and those which the student is repeating.

Courses in these categories also must be marked with an electrographic pencil in the appropriate mark-sense bubble on the course card in the fall or spring semesters.

Please note that no undergraduate may register for more than 18 hours without the approval of Dean Thomas or Dean Busch. Graduate students may take no more than 12 hours without the approval of Dean Austin.

Please observe the policy pertaining to prerequisites: no lower-level student should be permitted to enroll in upper-level courses. The Curriculum Manual for faculty advisors can be helpful; in case of doubt, consult with the chairman of the department concerned.

Please note that the student's course schedule form should show initials indicating departmental approval in the following instances before you approve his schedule:

conference courses in a department other than your own

applied music courses

graduate courses designated -80 and -90 as well as all or any part of the thesis.

Course Cards

After working out a schedule with the advisor, the student will proceed to the various departments, identified by signs, to obtain an IBM course card for each course listed. If a course or section is closed, he will return to confer with the advisor to arrange a substitute course.

Final Check

After securing cards for all courses, the student will obtain the advisor's signature of approval and take the packet to representatives of the Office of the Registrar (or the dean of graduate studies if appropriate) to be checked.

Finance

After securing approval from either the Office of the Registrar or the Graduate Office, the student will proceed to the representatives of the Business Office to make payment or arrangements for payment.

Identification Cards

After passing through the Business Office and health card check-points, the student is to proceed along the marked registration route and pass through the identification card procedure. After the formal registration procedure at the start of each semester, identification cards can be made in the Academic Records section of the Office of Academic Services. (A charge of $5 is made for the replacement of lost identification cards.)

THE GRADUATE SCHOOL

The Office of the Dean of Graduate Studies administers the policies which have been formulated for the activities of the Graduate School.

Admission

The Office of the Dean of Graduate Studies is responsible for admission of students to the Graduate School. Applicants are required to file with the Dean of Graduate Studies: (1) application blank, (2) $10 application fee, (3) official transcripts of all college or university work (4) scores on the Graduate Record Examination and similar examinations. These credentials are evaluated by the Graduate Office and are sent to the chairperson of the department concerned for evaluation. On the basis of the favorable recommendation by the chairperson of the department, the Graduate Office makes its decision concerning admission of the student. Upon the student's admission to the Graduate School, a file copy of the credentials is sent to the chairperson of his major department.

Requirement for Degrees

The Office of the Dean of Graduate Studies is responsible for approving the student's fulfillment of the requirements for Masters' degrees. With regard to such approval, the activities of the office include:

Admission to candidacy for which the student makes application after 12 hours of satisfactory graduate work. (This application consists of a complete projected program for the degree being sought, with the approval of the chairpersons of the major and minor fields.)

Appointment of the thesis committee when the thesis topic has been approved by the department concerned. (This committee is expected to work with the student throughout the preparation of the thesis as well as to read and approve its final form.)

Checking all courses to be certain that hours, grades and level of work (one half the course work must be in courses numbered "-80" or above) are satisfactory.

Receiving reports of satisfactory completion of comprehensive examinations.

Receiving and approving the final copies of the thesis on or before the date announced in the Graduate Bulletin.

Certifying the student to the Office of the Registrar as eligible to receive the degree for which he has been working.

Registration

The Office of the Dean of Graduate Studies is responsible for approving the course-registration of each graduate student. All courses which have a G after their numbers or which are numbered -80 and above carry graduate credit. G courses are undergraduate courses which may be taken for graduate credit by duly certified graduate students. The G must not be used in the case of undergraduates registered for these courses. -80 courses are for graduate students only — under no circumstances are undergraduates permitted to register for them. In other words, only students with graduate registration permits may enroll in G or -80 and above courses. Departmental advisors are responsible for ensuring that the student has the required prerequisites for enrollment in any graduate course.

The Graduate Commission

The Office of the Dean of Graduate Studies is responsible for preparing the agenda for the meetings of the Graduate Commission, which sets the academic policies for the Graduate School. Petitions for exceptions to policy and for new graduate courses and programs must be submitted to the Graduate Office before presentation to the Graduate Commission.

THE LIBRARY

Library resources at Trinity University number over 450,000 volumes of books, periodicals, government documents and microforms. Materials in the social sciences, humanities and fine arts (except government documents) in physical form or in microform are housed in the George Storch Memorial Library.

Science materials, including engineering, are located in the Chapman Graduate Library. Also in the Chapman Library are Health Care books and periodicals, government documents, Trinity University, Presbyterian and other archives, the records of HemisFair '68 and the archives of Monterrey, Mexico, and Nuevo Leon on microfilm.

The Rare Book and Texana Collection also are located in the Chapman Library along with Trinity University theses. On the fourth floor of the Chapman Library is the technical services division.

A union catalog of all library holdings is located on the third floor of the Chapman Library. The catalog is divided into author and title entries in one catalog and subject entries in the other.

The Music Library, a collection of 3,500 musical scores, records and books, is housed on the first floor of the Ruth Taylor Music Center.

Selective Computer Searches

An unusual library service offered the faculty is the computerized selective subject search project. All classified holdings of campus libraries are in disk storage in the Computer Center. Selective subject searches are provided through arrangements with the Catalog Department, second floor, Chapman Graduate Library (Ext. 8125). Cost of the service depends on the amount of information retrieved and this is charged to the requesting department. The Library cannot absorb this cost, but can provide expertise in determining the parts of the collection to be searched.

Resources Available in Other Libraries

Trinity University Library is a member of CORAL (Council of Research and Academic Libraries), and through this affiliation, makes available to Trinity students and faculty, vast resources of a research nature in the major libraries of the greater San Antonio area.

Books may be borrowed for home use from the ten academic libraries of CORAL and the University of Texas Health Science Center. All materials including periodicals and documents may be used on-site in any of the eighteen libraries in the consortium. Information concerning this service may be obtained at the circulation desk of both Storch and Chapman Libraries.

Ordering Books and Audiovisual Materials

Faculty may request books and audiovisual material by following these simple procedures:

- Obtain book request cards from the acquisition department, Chapman Library, fourth floor.
- Complete all required information on the card. If selections are made from a catalog or publisher's blurb, please attach to the book request card.
- Sign all request cards and obtain the initials of the department chairman before returning cards to the library.

Faculty may also request new books by utilizing the notification slips sent routinely to the department chairmen, who in turn circulate them among their staff. Under this system, the requester need only initial the slips, representing the books wanted, and return them to the acquisitions department. No book request cards are needed when books are ordered this way.

Requests for books and audiovisual material should be given to the acquisitions department by December 31st. This enables the library to order and receive material and invoices within the allotted fiscal year budget.

Indicate on order requests, book request cards or notification slips, if material should be ordered "rush," or if requester should be notified.

A statement of budget allocation, encumbrances and expenditures against department accounts is sent to the department chairman at the beginning of the fall semester. Such information, however, can be obtained at any time by contacting the acquisitions librarian, Extension 8123.

Requesting Periodicals and Serials

Faculty members may request periodicals or serials by following these simple procedures.

- Obtain request cards from the acquisitions or periodicals department in the Chapman Library.
- Complete all required information on the

card. If selections are made from a catalog or publisher's blurb, please attach to the request card.

- Sign all request cards and obtain the initials of the departmental chairman before returning cards to the Chapman Library — Periodical Department.

Indicate on request card if title is needed "rush" and if notification is desired when title is processed into the collection.

A statement of encumbrances and expenditures may be obtained upon request.

Borrowing of Library Materials

Faculty Regulations

Books may be borrowed by faculty members for an entire semester, subject to recall when needed by others. Library cards are issued to faculty members upon application at the circulation desk. These cards are kept on file at the desk and used whenever a charge is to be made. Books must be returned to be renewed at the end of each semester. Faculty wives and husbands also may receive library cards while children of faculty members may borrow on their parents' cards. Loan periods for faculty wives and children is three weeks.

Periodicals, bound or unbound, may be checked out by faculty for three days.

Documents may be checked out for seven days.

Inter-library borrowing service is provided to all faculty and graduate students for obtaining research materials not owned by Trinity University. This service is governed by the Inter-library Loan Code of 1968 which states:

1. Requests for individuals with academic affiliations should be limited to those materials needed for faculty and staff research and to the thesis and dissertation research of graduate students.

2. Thesis topics should be selected according to resources on hand and should not require extensive borrowing from other libraries.

3. The borrowing library carefully should screen all applications for loans and should reject those which do not conform to this code.

In order to provide liberal lending on a local basis, cooperative agreements permit the faculty to borrow books from any of the 10 academic libraries in CORAL. Faculty identification cards are required when borrowing at other libraries. A maximum of four books may be borrowed at one time for a two-week period without renewal privileges. Books also may be borrowed from The University of Texas Health Science Center at San Antonio.

A maximum of five books may be borrowed from The University of Texas at Austin through a joint Inter-library Loan program. Loan forms may be obtained at Trinity's Inter-library Loan Office on the third floor of the Chapman Library and books then may be borrowed in person at The University of Texas. Requests also may be processed and sent by mail.

Information and guidelines for the use of the Inter-library Loan and local Inter-college borrowing are furnished upon request at either Storch or Chapman Libraries.

Student Regulations

Loan Periods

Books circulate for 21 days with a renewal privilege for an equal period unless a "hold" has been placed on the book by another student. A book may be "called in" if a request has been made for it after the renewal. Books are charged out at least 20 minutes before closing time so that the library can be closed by the end of the hour. A valid I.D. card must be shown along with the library card in charging out books for outside use.

Documents may be charged out for seven days.

Bound periodicals may be charged out one hour before closing time and are due one hour after the library opens the next day. Unbound periodicals do not circulate.

Two-hour reserve books may be charged out one hour before closing time and are due one hour after the library opens the next day.

Fines and Penalties

Overdue Books: 21-day books — five cents for the first five days and 25 cents per day beginning with the sixth day until the maximum fine of $7.50 is reached.

Three-day reserve books — $1 per day.

Two-hour reserve books — 50 cents for the first hour and 15 cents per hour for each additional hour.

Overdue Periodicals: 50 cents for the first hour and 15 cents for each succeeding hour.

Overdue Documents: 50 cents per day.

An additional charge of $1 is made if the fine

is not paid when the books are returned in any of the above categories.

Lost Books: Current cost of replacement plus accrued fine.

Damaged Books: Cost of repair or replacement of the volume.

Mutilated Volumes: Cost of replacement plus disciplinary action.

Copying Service

Xerox 1000 equipment is available in both George Storch and Chapman Graduate Library. A Xerox micro-printer is available in Storch Library for making hard copy from microfilm. Inquire at the Circulation Desks for information and instructions in using these machines.

Instructions in Use of the Library

Arrangements for tours or additional lectures to groups of graduate or undergraduate students can be made by calling the Office of the Director of Libraries, extension 8121, or the Chief of Reference Services, extension 8126.

Audiovisual Services

Audiovisual Services, a part of the Library system, is located in Room 251 of the Laurie Auditorium. In addition, two specially equipped classrooms have been reserved for multi-media presentations in Room 352 and Room 354, Laurie Auditorium. These rooms may be scheduled by calling A-V Services at extension 7323.

Audiovisual Services provides a wide range of instructional services for the campus which include instructional design and development, production, scheduling and distribution. These services are available without charge to the faculty and can be arranged by calling extension 7323. The cost of film rentals and production materials will be charged to the requesting department. In this case, a requisition from the requesting department is necessary, charging the instructional materials to the academic supplies item in the departmental budget. A blanket requisition may be submitted covering a number of instructional materials. A statement for instructional material charges will be sent to each department chairperson monthly.

A media laboratory is available in the A-V Center in Laurie Auditorium, Room 251, for the preparation of instructional materials. Faculty and students may use this facility as a learning laboratory for making and using all types of instructional media, and if desired, professional assistance will be provided in the areas of utilization and production.

Audiovisual materials may be purchased for permanent housing within the Library. These materials will be ordered against departmental book budgets and will be cataloged and handled in the same manner as books. For more information on this, contact the acquisitions librarian, extension 8123.

THE STUDENT AFFAIRS OFFICE

PURPOSES AND OBJECTIVES

The administrative office at Trinity University which has the major responsibility for directing the University's student personnel program is the Student Affairs Office. Basically it is a service office, concerned with the welfare of students. The Student Affairs Office staff cooperates with other offices and services of the University to help students obtain the best possible education.

The Student Affairs Office has direct responsibility for the University residence halls, student activity program, student aid and placement services, counseling and testing services, the University health center, the Earl C. Sams Memorial Center, Coates University Center, Laurie Auditorium, campus security, and the general area of student citizenship and discipline. The staff works closely with officers of the Student Association in planning and presenting new student orientation, and each summer plans and presents the annual orientation for parents of new students.

The members of the Student Affairs staff also maintain a close working relationship with campus student government groups, maintain accurate, up-to-date student personnel records and provide follow-up assistance to faculty members in working with students who are experiencing personal or academic difficulties.

Areas of Interest to Faculty Members

Explained Absences: The Student Affairs Office does not "excuse" any student from any class. Notes explaining an absence — such as a student's prolonged illness, a death or other emergency in the student's family, etc. — will be sent to faculty at the student's request, for information only. Because of this, instructors are asked not to request this office to explain or to excuse an absence nor to authorize make-up examinations. This authorization is the privilege of the individual instructor.

When a student is absent from class because of confinement to the infirmary, the nurse will issue a note which the student should bring to class and present to the instructor. Only in case of lengthy illness or hospitalization will a note be sent to each faculty member by the Student Affairs Office.

Student Conduct: The classroom behavior and academic performance of a student may indicate to the faculty member that the student is having personal problems with which he might need personal assistance. The faculty member is urged to refer the student to a member of the professional counseling staff.

Serious problems of behavior such as cheating, plagiarism and disruption of classes should be reported to a member of the staff of the Student Affairs Office. These examples of misconduct are described in detail in the **Student Handbook** in the section entitled "University Rules for Individual Students." The services of the Student Affairs Staff are available to the faculty in working with these situations according to the policies stated in the **Student Handbook** and the "Joint Statement of Rights and Freedoms of Students."

Student Aid and Placement: Faculty members who receive questions from students about student aid or part-time jobs should contact the Student Aid and Placement Office for assistance. The staff of this office will assist any faculty member or student by explaining the student aid program to them. This office has the responsibility of placing all of the work grant students at the University and assists students who are in need of part-time jobs off campus. In addition students who have questions about career job opportunities may be helped by this office in arranging job interviews which may be available on or off campus.

University Counseling Center: The trained psychologists of the Counseling Center's staff are available to assist any faculty member who is working with a particular student who may be in need of psychological services. Service in personal, vocational and educational counseling are offered by the Counseling Center. Faculty members are urged to contact the University Counseling Center whenever the Center's staff can be of assistance to a member of the faculty, staff or student body.

OFFICE OF THE VICE PRESIDENT FOR FISCAL AFFAIRS

(BUSINESS OFFICE)

The purpose of this office is to handle the business and financial administration of Trinity University and to serve the immediate and long-range educational program.

Administration and Control of Budget: One of the most important relationships between staff members and the Business Office is in the area of the operating budget and its administration.

All University faculty and staff members should realize that no expenditures may be made nor any obligation incurred without the funds being available in the approved budget prior to such expenditure or commitment.

Approximately 10 days after the end of each month, department heads will receive a computerized statement indicating the status of that department's budget. This statement will show expenditures to date of statement, encumbered funds, unencumbered funds and the budget for the academic year. Departmental heads may obtain from the comptroller of the Business Office information regarding any specific item in the budget affecting the operation of their department.

Procurement of Supplies, Materials, Equipment, and Contractual and Other Services

Requisitioning Procedure:

1. The department head should prepare REQUISITION FOR SUPPLIES, MATERIALS OR CONTRACTUAL SERVICES in triplicate and submit in duplicate, retaining the third copy.

2. The requisition is to be signed by the department head and should show the budget account number to be charged.

3. The requisition must be complete as to the current fiscal year budget account charged, specific delivery point — department, building and room number — and complete description of item(s) and cost. Accurate costs are essential, and the requisition will be returned if the costs are not included.

4. Personnel in Budget Control will determine availability of funds in that specific budget and will process the approved requisitions to the appropriate agencies for action.

When off-campus procurement is necessary, University purchase orders will be issued to the vendors by the director of purchasing.

5. The quadruplicate copy of the Purchase Order (white) will be returned to the department for information and file.

6. Lines of credit (blanket requisitions) should be established for expenditures in the following areas:
Secretarial Services
Duplicating
Central Stores — Bookstore
Postage

a. Department heads should determine their requirements for a minimum period of three months.

b. Department heads are requested to submit the standard requisition to Budget Control as outlined above. They should include on the face of this requisition the signatures of all personnel authorized to sign for the requisitioned items.

Notice of the remaining line of credit balance will be provided monthly to departments.

The procedure for procurement of supplies, materials, printing, equipment or services in connection with RESEARCH GRANTS is as follows:

All procedures outlined above apply in the same way to faculty members who have research grants in progress. The accounting for funds for such grants is the responsibility of the University, and the Office of the Vice President for Fiscal Affairs is subject to audit of the records pertaining to the funds.

Faculty members who submit requisitions for supplies, equipment or services chargeable to research grant funds should route such requisitions through the Office of Research Services for encumbering of funds.

Travel Authorizations and Expenses

Department heads or faculty members desiring to attend professional meetings during the academic year should submit requests to the appropriate dean on "Authorization for Travel" forms in duplicate, attached to a requisition, outlining the purpose of the proposed trip, the destination, the means of transportation and the estimated costs. Other University personnel who desire to attend association meetings or travel on official University business should submit their requests for travel authorization in similar form to the appropriate administrative officer. If approval is indicated, the travel authorization

form is submitted to Budget Control for checking on available funds. A copy of the travel authorization form will be returned to the individual making the request, indicating approval or disapproval.

In the case of either faculty or other University personnel, if funds are available and approval is granted, the individual doing the traveling should, if possible, arrange for his own transportation using his own funds or credit cards to secure airline tickets, car rentals, etc. This procedure will expedite reimbursement of expense vouchers.

All requests for reimbursement of expenses incurred in University business travel, including airline tickets, car rentals, etc., should be submitted to the Business Office on expense reimbursement forms provided by the business office. This expense form should be accompanied by the approved "Authorization for Travel" form, as well as receipts for transportation, lodging, food, etc.

Please note on the expense reimbursement form that when guests are entertained their names should be listed and the reason for such expenditure noted. Please do not combine separate types of expenditures when completing the form. Since individuals are being asked, when possible, to fund the initial travel costs, reimbursement will be expedited by the Business Office when expense reimbursement forms are received.

Procedures for Hiring Student Workers

The department head or office supervisor desiring the assistance of student workers should submit his requests in writing to the Student Aid and Placement Office. This request should have budget authorization approval. Requests for such assistance should include a description of the work to be performed.

All undergraduate students who work on the University campus are considered as a single budget category for the purpose of the federally-subsidized College Work-Study Program. However, some students are awarded work grants on the basis of their financial needs, and others are employed to fill particular jobs where their individual training and experience is needed by the departments.

Students who have been awarded work grants by the Student Aid Committee receive priority in placement, and only when the departmental or office needs cannot be met by student workers within this category are other students considered for employment. Students will not be allowed to accept work grants in more than one department during any semester or summer session.

All student employees are required to complete necessary employment forms in the Placement Office prior to being placed on the payroll.

Physical Plant Department

The Physical Plant Department is primarily a service department for the University, organized to provide the construction, maintenance, operation, housekeeping, security and safety of the physical plant. The physical plant of Trinity University includes the buildings, grounds, walks, streets, furniture, equipment, utilities, etc.

General Operation of the Physical Plant Department:

The Physical Plant budget is to cover the expense of maintaining and operating existing facilities ONLY. This includes the following expenses:

a. Operation, maintenance, and repairs to buildings, building equipment and grounds.

b. Maintenance of and repairs to laboratory desks, ventilating systems and utilities in laboratories.

c. Maintenance and repair of the furniture within the University's ability to do so.

d. Security of the campus.

To report any needed repairs or items requiring maintenance, please call the Physical Plant Office, Extension 8227.

Building and Custodial Services:

Requests for building and custodial services (such as requests for additional chairs to be moved into a room for a larger group meeting, inadequate heat, etc.) should be made to the Physical Plant Office. Since the maintenance employees have work schedules, any requests for services which require the use of maintenance employees should be made as far in advance as possible to permit the orderly handling of the request. Faculty and staff members will please refrain from requesting janitors or other maintenance employees to perform work for the individual faculty member or department head. All such requests for assistance on the part of janitors or maintenance employees should be made to the Physical Plant Office and, in turn, cleared through the foreman or other supervisors.

Issuance of Keys:

a. A deposit of $2.50 is required for individual keys and $5 for master keys. One key will be issued to faculty members without deposit upon written authorization by the department head, approved by the Vice President for Academic Affairs. If the key is not returned, the departmental budget will be charged for any changes in the locks, and the deposit amount at the above rate will be deducted from final salary payment of the individual to whom the key is issued.

b. All student and clerical help must pay key deposits.

c. Each individual receiving a key should pick it up at the Physical Plant Office and sign for the key he receives.

d. Keys are not transferrable.

e. No keys are to be made outside the University. All keys issued are made from key blanks sold only to the University.

f. The fundamental reason for the deposit system for keys is to reduce the number of keys issued and to insure return of keys, two important factors in protecting the properties of the University.

Use of Buildings and Equipment for Other than Regularly Scheduled Classes:

a. Permission for the use of buildings and/or equipment for other than regularly scheduled classes by the University students should be cleared through the office of the assistant dean of students.

b. All other persons or organizations must clear through the community services assistant in the Department of Public Relations, extension 8406.

Security Service:

Security of the campus is provided by an outside agency employed by the University. No additional police or watchman service should be obtained except through the Physical Plant Office.

Use of the University-Owned Vehicles:

The University has motor vehicles that are available to faculty and staff for use when on official school business. Reservations for use of these vehicles should be made in advance by the department chairperson. Automobile reservations may be made at the Physical Plant Office. Cost of operation of automobiles will be charged to the department.

Inventory Control:

The University maintains an inventory of the University's non-expendable properties. These properties have been or are being numbered and charged by location.

In order that this inventory control may continue to be effective, it is requested that no item of University property be relocated without proper authorization. If is necessary to transfer non-expendable properties, it is requested that the Budget Control Department be notified in order that all details of the move may be controlled.

Office of Attorney and Counselor for Business Affairs

The University Attorney is responsible for the legal aspects of leasing, and sale or purchase of real estate; ad valorem tax matters; collection matters; scholarship agreements; gift annuity agreements; charitable remainder annuity trusts; charitable remainder unitrusts, pooled income fund; wills and bequests; contracts; amendments to the Trinity University Charter; liaison with the San Antonio Bar Association and bank trust departments.

Trinity University Bookstore

The bookstore serves the needs of the entire University and is the source for all texts and supplies required by the students. The store maintains a stock of office supplies for the University and students, as well as other sundries, souvenir-type clothing and jewelry items. Books which have been recommended by the departments, as well as those of general interest, also are available. Any book not in stock may be obtained by a special order.

Textbooks: A memorandum from the Office of the Dean will notify faculty members when to requisition textbooks for the following semester. The quantities of a title required should be determined as closely as possible, as well as all information available, such as maximum class capacities and previous enrollment figures. If no textbook is required for a particular course, this information should be furnished so that the bookstore personnel can advise the students.

It is essential that the due date stated on the memorandum be adhered to closely in order that the bookstore may edit the requisitions, arrange for purchase of used books and process all orders in time to have the books on the shelves at the beginning of the semester. Late textbook orders

frequently result in the students not having the required books because of out-of-stock and out-of-print situations and shipping delays during rush seasons. Faculty members will be advised in writing of any notices from publishers which may affect timely arrival of their preferred texts.

Publishers feel that the granting of desk copies is a privilege extended by them rather than the right of the instructor. The bookstore has desk copy request forms which may be used for this purpose.

Affirmative Action Program

The University is committed to aggressively pursue a program of equal employment opportunity. It is incumbent upon all administrators and supervisors to assure that every consideration is given to all applications, and that special effort is made to qualify female applicants and members of minority groups in those job categories that reflect underutilization of such applicants. Cognizance of equal employment factors in hiring practice does not conflict with the standards of quality that must be maintained.

Safety and Health Program

Occupational Safety and Health Programs are mandatory based upon federal law and standards prescribed by the Williams-Steiger Occupational Safety and Health Act. The director of business services has been charged with the University safety program. A Safety Committee has been designated by the president to assist with implementation of the program. Procedures for processing reports of accident, safety hazard, and injury: Safety is everyone's responsibility. Each employee who becomes aware of a condition that is hazardous should identify the circumstances to the safety director or one of the following safety committee members:

Carl Christensen	Harold Murray
Gene Norris	Les Robinson
John Black	Hugh Poland
T. C. Hanzel, Chairman	Jud Abernathy, Ex-Officio

Injury Notification

Whenever injury occurs on the campus, supervisors and employees are enjoined to assure insofar as possible that the injured person is taken to the Infirmary in order that the interests of the University and the injured party be protected.

DEPARTMENT OF PUBLIC RELATIONS

This department is responsible to the president for communication to and with the University's many publics, designed to promote the understanding and support of Trinity University. Special emphasis is placed on activities relating to prospective students and contributors.

Among the responsibilities of this office are community relations, public information, publicity, news, publications, photography and slide presentations, advertising, news media relations (newspaper, radio, TV, house organs and trade journals), special events, dedications, service to off-campus organizations, the promotion of art, music and drama, the promotion of intercollegiate athletics, official University dinners, open houses, observances and anniversaries. This section is responsible for the scheduling and non-academic use of all University buildings and facilities — a function specifically coordinated with the Office of Student Affairs to avoid conflicts in scheduling of critical campus space.

News Reporting

News gathering and distribution is a prime area of activity in the PR department. The daily "On Trinity Hill" chronicles the day's events. From this basic, capsuled beginning, Trinity news moves across the city and state, with some stronger items attracting national attention. The PR department is the sole news releasing agency for the University. This policy insures consistency in style and format, maintains the clearest possible lines of communication with area news media representatives and insures that University happenings are presented to the public in a manner which enhances Trinity's overall goals and objectives.

Trinity faculty and staff members are urged to be alert to the potential news value of happenings in their areas of concern. What may seem routine or old hat may, when moved to a news editor at the right moment, turn out to be a top-flight news feature. Please keep the PR newsroom informed.

Publications and Printing

The public relations department is responsible for the format and quality of all University publications and advertising. The responsibility for the content will be shared by the publications and advertising editor and the requesting department or individual.

All printed material and advertising is to be coordinated through the PR office to promote

a consistent image of the University and its various programs. Generally, printing of a promotional nature is included in the public relations budget, while stationery, forms, and other operational materials are paid by departmental budgets.

On Campus Meetings and Uses of Campus Facilities

Because of the increasing number of requests for meetings on the Trinity campus, the Department of Public Relations and the assistant dean of students (Thurman Adkins) have been designated as a clearing house for requests for the use of Trinity facilities.

Groups not properly processed through these offices as outlined in this section are not authorized to use Trinity University facilities or services, and these meetings or events will not be entered on official University calendars.

Student Requests for Meeting Facilities

All student requests for meeting times, dates, spaces, costs and equipment should be routed to the assistant dean of students for approval.

Upon acceptance and approval of a student request by the assistant dean of students, arrangements will be made by the Student Affairs Office for reservation of building space, the furnishing of necessary equipment, and recording the event on official University calendars.

Under this system, no student is authorized to contact any University office other than the Office of the Assistant Dean of Students for the reservation of campus facilities, for necessary equipment, and for recording of meetings and events on official calendars.

Work requisitions for equipment and use of University facilities by students will be sent to the Physical Plant Office only by the Office of the Assistant Dean of Students. These work requisitions should be prepared at least one week in advance of the event to permit orderly processing.

The individual, department or organization making the request may be billed for all services or equipment supplied by Physical Plant, food service, or audiovisual service. The University does not charge rental fees for use of its facilities, but an out-of-pocket expense charge normally is made for utilities and janitorial services.

Non-student Requests for Meeting Facilities

Work requisitions for equipment and use of University facilities by non-student groups will be sent to the Physical Plant Office only by the administrative assistant for community service, in the Department of Public Relations. These work requisitions should be prepared at least one week in advance of the event for orderly processing.

The designated University host is responsible for meeting with the group at the reserved time(s).

Generally speaking, no admission may be charged and no donation requested for the on-campus appearance of a speaker. In some rare cases, it may be desirable to charge admission and or request a donation to underwrite the appearance of a speaker. In such cases, prior approval must be obtained from the Department of Public Relations in consultation with the Business Office. Should a charge or donation be approved, advance publicity on the speaker's appearance must include the fact that a charge (in exact figures) will be made or a donation requested.

The Department of Public Relations also is the clearing house for summertime conferences. Because of the increasing number of these conferences, it is essential that requests for dates be made as early as possible.

University hosts of approved conferences will provide information in writing to the Public Relations office to include dates, times and complete facility needs.

The Public Relations Department will reserve conference facilities (including on-campus housing when necessary), record dates on official calendars, and submit necessary work requisitions to the Physical Plant Office.

Perennial users of facilities must restate their entire needs in writing each year to avoid conflict with new schedules.

DEPARTMENT OF DEVELOPMENT

The Department of Development provides the professional staff work for the president and trustees in identifying financial donors to the University and preparing the necessary supporting materials for a solicitation. A primary concern is the responsibility for unrestricted funds to balance the University's annual operating budget. These unrestricted funds amount to about one-third of the money needed to educate

today's Trinity student. In addition, the staff seeks assistance for the University from foundations, corporations, and religious bodies interested in the support of higher education.

Current University priorities for contributed funds include additional library space, endowment for chairs of learning, and the reduction of debts from earlier construction — the latter a considerable part of the University's annual operating expense.

Methods for contributing to Trinity University range from outright gifts and grants to deferred gifts, such as bequests and trusts. The purposes fulfilled by these gifts may encompass annual support, scholarship aid to students, and lasting memorials and endowments to continue with Trinity University in perpetuity.

ALUMNI ASSOCIATION

The Trinity University Alumni Association is maintained through cooperative efforts of the University and the alumni body. The alumni office is the primary point of contact between Trinity and its former students. This office maintains records of former students, prepares and mails newsletters, organizes and services Alumni Association chapters, cooperates in staging annual Homecoming festivities, sponsors reunions, and edits and distributes alumni publications.

The basic purpose of the Alumni Association is to encourage identification of former students with Trinity University and with one another, and to provide for mutual support and assistance. This purpose is met through such areas as assistance in admissions, chapter activities, financial support of Trinity, and all other activities devoted to the furtherance of educational and charitable goals.

Programs and policies of the organization are determined by the Trinity University Alumni Association Council, whose officers are elected annually at the Alumni Association business meeting on Trinity's campus.

The director of alumni affairs is a member of the University staff employed by the University and is an ex-officio member of the Alumni Council. The director is responsible to the president of the University through the office of the administrative vice-president and to the Alumni Association through the Alumni Council.

ATHLETIC DEPARTMENT

Trinity University's athletic program is student-oriented with participation in all sports open to the entire enrollment.

The coaches at Trinity consider the student-athlete as a student first and athlete second. Practice times are set so as to interfere as little as possible with class attendence. When students must be absent from class because of intercollegiate athletic contests, faculty members will be notified.

Trinity boasts excellent athletic facilities including the 6,272-seat E.M. Stevens Stadium for football, soccer and track; the 2,300-seat Earl C. Sams Memorial Center gym for basketball, volleyball, and bowling; the 500-seat E.M. Stevens Field for baseball; the 600-seat Trinity Tennis Stadium and the 1,000-seat George Delavan Tennis Stadium for men's and women's tennis and an Olympic size swimming pool.

Tennis is the only sport at Trinity in which athletic scholarships are awarded. Students participating in every other sport may receive financial aid based on need. This allows Trinity to offer its students a full range of athletics, and at the same time, keeps the cost of the athletic program at a reasonable figure.

Trinity plays its home meets at Pecan Valley Golf Course.

The athletic department organizes and administers the intercollegiate athletic program under the policies established by the Trinity University Faculty Athletic Council. The University competes on an intercollegiate basis in 12 sports:

Baseball

Eleven out of the past 12 years, Trinity has produced a winning baseball team.

Coached by Houston Wheeler, the Tiger diamond teams have qualified for the NCAA District VI playoffs three times in the past six years.

Bowling

Trinity's bowlers compete in the Texas Intercollegiate Bowling Conference.

The Tigers play a year-round schedule of meets throughout the South Texas region. Richard Yerly is sponsor/coach for the bowling team.

Golf

Gene Norris directs the Tiger golf program. A member of NCAA National Golf Committee, Norris has his Bengals compete in several top Southwestern meets each spring as well as dual matches with area colleges.

Trinity plays its home meets at Pecan Valley Golf Course.

Football

For the past three years, Trinity's football Tigers have been one of the small college powerhouses of the Southwest as they have rolled up a combined 24-7 record.

Gene Norris, a former University of Illinois quarterback and veteran of 14 years of coaching, is the new coach of the Bengal gridders.

Men's Basketball

Coach Pete Murphy has established a winning tradition in basketball at Trinity. During the past two years the Tigers have rolled up a perfect 19-0 record on their home court at the Sams Center.

Trinity's 14-11 team in 1972-73 and 14-10 team in 1973-74 are the first Tiger cage squads ever to go undefeated at home during a season.

Men's Tennis

Trinity University and championship tennis are synonymous.

Former coach Clarence Mabry has built a Southwestern tennis dynasty at Trinity that, in the past decade, has produced two Wimbledon champions, four U.S. Davis Cuppers, 10 NCAA tennis all-Americans and the 1972 NCAA Championship tennis team.

Bob McKinley, an all-American for the Tigers in 1969-72 is head coach and director of tennis at Trinity. He directs the men's and women's junior varsity tennis programs and the Trinity University Summer Tennis Camp for youngsters ages 8-17.

Skeet Shooting

Trinity is the home of the first Southwestern team ever to win the National Intercollegiate Skeet Shooting Championship.

The Tigers, coached by Col. Tom Hanzel, won the title last April. This coming spring, Trinity will be the host school for the national trap and skeet tournament to be held April 17-20, 1975, at the National Gun Club.

Soccer

Trinity competes in the Texas Collegiate Soccer League and last year became the first team in six years to unseat the University of Texas as TCSL Southern Conference champions.

George Price is coach of the soccer team while Gerald Smetzer is team sponsor.

Track

Trinity University's track team competes in several top Southwestern meets each spring. Rick Davis, a former Baylor University athlete, will direct the Tiger track program this spring.

Volleyball

San Antonio city volleyball champions last year, Trinity's volleyball women play a double round robin schedule with area teams and also compete in top regional tournaments. Libby Johnson is volleyball coach.

Women's Basketball

For two years in a row Coach Libby Johnson has directed the Trinity women's basketball team to San Antonio city championships.

The women play a complete round robin city schedule annually as well as games with other area teams and top Southwestern tournaments.

Women's Tennis

Trinity's women's tennis team has never lost a dual match to a Southwestern opponent.

The University also is the only school in the nation that has won the National Women's Collegiate Tennis Championship three times.

John Newman, a former Tiger tennis letterman and now the head professional at San Antonio Country Club, is the head coach of the women's team. Mrs. Shirley Rushing serves as team sponsor.

SECTION II

ORGANIZATIONS, REPRESENTATIVE BODIES, AND COMMITTEES

Introduction

Organizations of constituent groups of the University, their principal representative bodies, and various committees and other specialized structures, are designed to give representation and participation in policy making to faculty, administration and students. Apart from the category of standing university committees, which has been defined by the University Senate, the following scheme of categorization has itself no official standing but is an attempt of the University Senate's Committee on University Committees to clarify the character of a great number of organizations and committees which are established by authority of a variety of constitutions, policy statements, and administrative acts. Such constitutions and policy statements may be found in the publication titled *Trinity University Policies*.

Faculty Organization

THE GENERAL FACULTY

The General Faculty, as established by the *Constitution of the Faculty Organization*, consists of all full-time members of the faculty whose primary responsibility is teaching, research, and/or professional librarianship, plus all administrative personnel holding faculty rank. The General Faculty is responsible for setting degree requirements, for certifying candidates for degrees, for approving candidates for honorary degrees, for approving actions of the Academic Council, and for receiving all reports and acting on all recommendations which require reception, and/or action by the faculty. Officers of the General Faculty are the chairperson (president of the University, ex officio), vice-chairperson (vice-president for academic affairs, ex officio), and a secretary-parliamentarian elected annually by the General Faculty Assembly.

THE TEACHING AND RESEARCH FACULTY

The Teaching and Research Faculty, as established by the *Constitution of the Faculty Organization*, is distinguished from the General Faculty for all purposes of representation of the faculty as a constituent group to or alongside other University constituencies (administration and students). It consists only of full-time members of the faculty whose primary responsibility is teaching, research adn/or professional librarianship, including chairpersons of academic departments. Only its members are entitled to vote for or hold such representative offices. If called by a two-thirds vote of the Faculty Commission in order to give advice and counsel to the commission, the Teaching and Research Faculty would be chaired by the chairperson of the commission.

THE ACADEMIC FACULTY

The Academic Faculty, as noted in the *Constitution of the Faculty Organization* and defined in the *Trinity University Policy Statements on Academic Freedom, Responsibility, Employment, Tenure and Due Process*, consists of (1) those full-time members of the faculty whose primary responsibility consists of teaching, research, and/or professional librarian ship and (2) administrative personnel who hold faculty rank and tenure in a department of school or have primary responsibility in academic affairs (including the president of the University, academic deans, and head librarian) but who are excluded from tenure in their administrative positions. Only its members may vote on amendments to these policy statements. Only the Teaching and Research Faculty portion of its membership may serve on or vote for members of the Investigating and Hearing Committees described in the Policy Statements' provisions on "Due Process."

THE STUDENT ASSOCIATION

All students at Trinity University are members of the Student Association, however, voting rights are limited to those who have paid their activity fees for the current semester. The major segments of the Student Association are the Student Senate (nine elected students) which represents student views and concerns, the Student Activity Board, which plans the campus activities program, and the judicial bodies (Student Court and University Judiciary Board) described elsewhere in this document. The present *Constitution of the Student Association* was adopted in the spring of 1974.

THE GRADUATE STUDENT ASSOCIATION

The Graduate Student Association, as established by the *Constitution of the Graduate Student Association*, consists of all enrolled full-time or part-time graduate students at Trinity University. It aims to facilitate communication among students, alumni, faculty and administrators; and generally to promote the welfare of graduate students.

Major Representative Bodies

THE UNIVERSITY SENATE

To encourage and strengthen the participation of all constituents of the University in governance and decision-making processes, the University Senate was established through the approval of the *Constitution of the University Senate* by the faculty, students, and the Board of Trustees in the fall of 1972. The University Senate consists of twelve faculty representatives (four professors, four associate professors, four assistant professors or instructors) from the Teaching and Research Faculty, the president of the University and five other members of the administration appointed by the president, five representatives from the Student Association, and one representative from the Graduate Student Association. The Senate will consider matters brought to it by committees of the University or by faculty and student groups officially constituted, except for matters of curricular and academic nature which are under the jurisdiction of the University Academic Council, or for issues of academic freedom and tenure under

the supervision of the Faculty Commission, or for matters delegated to other authorities by the *Joint Statement on Rights and Freedoms of Students* or other established policy documents. Members of the University Senate for 1974-75:

Faculty: According to rank and expiration of term

	1975	1976	1977
Professors	McGannon McKinney	Goring	Chittenden
Associate Professors	J. Moore	W. Walker Webb	DeVos
Assistant Professors/ Instructors	Stovall	Mounce	Boyd Coiner

Administration: Wimpress, Thomas, Hawthorne, Pool, Taylor, Myers.

Undergraduate Students: A Hernandez, P. Mills, Parish, Peryatel, D. Pritchard (all ex-officio as Constituent Senators of Student Senate).

Graduate Student: Ferry (ex-officio, as president of the Graduate Student Association.)

The Senate's executive committee with its 1974-75 membership noted consists of the chairperson (W. Walker), the vice-chairperson (Peryatel), the secretary (Pool), the president of the University, ex-officio, one faculty representative (Goring), and one student representative (Parish). The Senate's other standing committee is the Committee on University Committees, to which, along with the other officers and organizations listed in the "Rules of Procedure" for standing university committees, minutes and reports of standing university committees should be sent. Membership for 1974-75 is Boyd (Chairperson), A. Hernandez, Moore, Myers.

THE TEACHING AND RESEARCH FACULTY COMMISSION

The Teaching and Research Faculty Commission is established according to the *Constitution of the Faculty Organization* (Article III: The Teaching and Research Faculty) with responsibility: (1) for formulating and proposing policy and supervising cases having to do with academic freedom, responsibility, employment, tenure, and due process, (2) for handling the selection of faculty representation, whether by nomination to the president, election by the commission, or supervision of Teaching and Research Faculty elections, for any offices within the governance structure of the University where representative of the faculty as a constituent group serve alongside or are represented to other University constituencies; and (3) for communication in matters of faculty concern. Its membership consists of three professors, three associate professors, and three assistant professors or instructors. Members for 1974-75 with indicated expiration dates of their terms are as follows:

	1975	1976	1977
Professors	Gentry	Ashby	Nelson
Associate Professors	Mannock	Garcia	Bartels
Assistant Professors/ Instructors	Rodriguez	Staggs	Erde

The Commission officers and executive committee for 1974-75 are Staggs (chairperson), Mannock (vice-chairperson), and Garcia (secretary).

THE STUDENT SENATE

The Student Senate serves as the representative and legislative body within the Student Association. The Senate consists of nine members. Five of the members known as constituent senators are apportioned between resident and nonresident franchised students in accordance with their respective enrollment. In addition, four senators-at-large are elected from the total membership of the association. The Student Senate makes student appointments where representation is needed and generally works to serve student interests. The constituent senators serve on the University Senate and the Student Finance Board. The Constituent members of the Student Senate for 1974-75 are A. Hernandez, P. Mills, Parish (president), Peryatel, D. Prichard. At-Large members are Avina, Dockerty, D. Wilson, and J. Woodruff.

THE EXECUTIVE COMMITTEE OF THE GRADUATE STUDENT ASSOCIATION

The officers elected by the Graduate Student Association constitute an executive committee with general responsibility for activities of the association. The association has also a Graduate Student Council composed of representatives from all academic departments offering graduate work. The executive committee maintains an office in room 18, Chapman Graduate Center. The executive committee's structure and current membership consists of the chairperson (Ferry), vice-chairperson (Matthes), secretary (Eul), and treasurer (B. Harrell).

Standing University Committees

Introduction

In the establishment, organization, and com-

position of the standing university committees, and University Senate, the Teaching and Research Faculty Commission and the Student Senate have participated in accordance with provisions of, respectively, the *Constitution of the Trinity University Senate* (II, C), the *Constitution of the Faculty Organization at Trinity University* (III, II, 8, b), the *Joint Statement on Rights and Freedoms of Students (IV, C)*, and *the Constitution of the Trinity University Student Association* (IV, 3, A).

Suggestions are always in order for improvements in committee structure and functioning. Such suggestions may go to the University Senate and its Committee on University Committees either directly or through Faculty Commission, Student Senate, or administrative channels.

General Provisions

Standing university committees have responsibility assigned to them which relate to important aspects of University affairs. A majority of these committees have representatives from the administration, the faculty, and the student body.

Selection of Membership

Administration members and faculty members of standing university committees are appointed by the president of the University. The Teaching and Research Faculty Commission makes recommendations to the president of members of the Teaching and Research Faculty for all such committees, preferably not including members of the University Senate and Faculty Commission.

Faculty membership on any standing university committee shall ordinarily be for three-year terms, so that one-third of the faculty members on a committee may be new appointments for each year.

Ordinarily, no standing university committee should have more than one faculty member from any one academic department, nor should any faculty member serve as a voting member of more than one standing university committee.

Student representatives on standing university committees are named by the governing body of the Student Association.

The exact number of students on any standing university committee will be established by the University Senate. Student representation on other permanent or ad hoc committees may be established by the University Senate or by conference between representatives of the administration and the governing body of the Student Association.

Rules of Procedure

All members of committees are voting members except those specifically designated as non-voting.

The president of the University and the vice-president for academic affairs are ex-officio members of all standing University committees and shall be notified of each committee meeting.

Committees shall be called to meet during the first month of the fall semester by the designated convener who shall preside over the election of the chairperson, vice-chairperson, and secretary, except for the Committee on Publications and the Committee on Faculty Research and Development which elect officers in the spring. The committee executive, if there is one, is not eligible to serve as an elected chairperson, vice-chairperson, or secretary. The chairperson elected by each committee shall report this election to the vice president for academic affairs not later than September 30.

The chairperson shall preside at all meetings of the committee and shall perform the duties usually expected of a presiding officer. The chairperson shall consult frequently with the appointed executive, if there is one, the vice chairperson, the secretary, and with the members of the committee about the operation of the affairs of the committee. The chairperson shall appoint, with the approval of the committee, such sub-committees as deemed necessary to carry out the affairs of the committees.

The vice-chairperson shall aid the chairperson where possible and, in the absence of the chairperson, perform his duties.

The secretary shall keep accurate minutes of all meetings. After a draft of these minutes is approved by the chairperson, the secretary shall be responsible within 10 days after each meeting to send copies of the minutes (with pertinent reports) to the president of the University, the vice-president for academic affairs, the chairperson of the University Senate, the secretary of the University Senate, the chairperson of the University Senate's Committee on University Committees, the chief executive officers of the undergraduate and graduate student associations, the chairperson of the Teaching and Research Faculty Commission, the University archivist, and to all members of the committee.

A regular calendar of meetings shall be agreed upon by the committee at its first meeting, or the officers and the executive may formulate a calendar of meetings to be approved by the committee no later than November 1. Additional meetings of the committee may be called by the chairperson, the executive, or by petition of a number of members at least equal to 20 per cent of the committee.

A proposed docket established by the officers and the executive shall be distributed to the members of the committee at least 48 hours prior to each meeting. Items submitted by the committee members must appear on the proposed docket. This docket is subject to the approval of the membership at meeting time.

The executive, or, if there is no executive, the chairperson, shall be responsible for submitting catalog and *Faculty Handbook* material. Such material must have committee approval prior to its being submitted.

A proposed budget may be drawn up by the elected officers and the executive to be submitted, upon committee approval, through normal budget channels.

Unless the committee by majority vote decides otherwise, the meeting shall be conducted according to Roberts' Rules of Order.

The preceding provisions for procedure shall serve as a minimal set for each committee. However, each committee may at its own discretion adopt additional rules of procedure.

Descriptions and Membership for 1974-75

The president of the University, after consideration of appropriate recommendations from the Teaching and Research Faculty Commission, has appointed the administration and faculty members listed below to the various standing university committees. Student members are not designated by the Student Senate until September.

The name of one member of each committee (except the Committee on Faculty Research and Development) is bold faced. This member is designated as convener for the purpose of assembling the committee for its initial meeting, at which time the committee elects its own chairperson and other officers. Where the immediate past chairperson of the committee is still a member of the committee, he is designated as convenor. Some committees have an appointed executive, and this is indicated in each case by an asterisk (*).

The chairperson, if known at the time of publication of this document, is indicated.

COMMITTEE ON ADMISSIONS

This committee reviews and formulates the basic policies guiding admission to undergraduate study at Trinity University. The assistant dean of the University for academic services functions within the approved policies as established and is executive of the committee. In cases involving exceptions to poli[illegible] he may refer such applications to a sub-c[illegible]ittee.

The sub-committee meets on call [illegible] the executive to review and act upon the application of candidates whose credentials do not meet fully the standards and policies approved by the committee, or to hear appeals. The president and the vice-president for academic affairs may exercise their ex-officio function on this subcommittee.

Faculty			Administrative	Students
1975	**1976**	**1977**		
Spinks	Duncan	Clyde	Gossage	4
Woodward	**Nonken**	Roy	Grissom	
			West*	

Sub-Committee on Review of Candidates

1975	**Administrative**
Andrews	Busch
Stephenson	Grissom
	Gossage
	West*

COMMITTEE ON COMPUTER ACTIVITIES

This committee has as its purpose to hear, discuss, and make recommendations on reports from the Computer Center presented by the director and other members of the center personnel, dealing with the operation of the center, with further development, including hardware, software, terminal capabilities, and other services. The committee also serves to promote interest in computer use, not only by academic departments but also in the area of research grants. The management and operation of the Computer Center is the responsibility of an operating staff responsible to the Board of Trustees through the vice-president for fiscal affairs. The academic program in Information and Computing Sciences is the responsibility of the Information and Computing Sciences Department and of the vice-president for academic affairs and the Academic Council. The vice-president for academic affairs is represented on

the committee by Dr. Treat, coordinator of Academic Computing Services.

Faculty			Administrative	Students
1975	1976	1977		
Eddy	**Howland**	Gibson	C. Johnson	3
R. Miller	Cooper	Greene	Hawthorne	
Wakeland	W. Smith	Yost	Treat (representing Dean Thomas)	

COMMITTEE ON FACULTY AND STAFF FRINGE BENEFITS

This is an advisory committee to study and suggest improvements, changes and regulations concerning "fringe benefits" for both faculty and staff members.

Faculty			Administration
1975	1976	1977	
Poland	Hawkins	Bremner	Abernathy
Staggs	Kurtin	Cobb	Coulter
			Hanzel
			Hunt
			Grissom

COMMITTEE ON FACULTY RESEARCH AND DEVELOPMENT

This committee is the advisory committee in the awarding of grants for study and research, applications to foundations and other sources of support of special projects and all matters generally related to faculty research. It administers funds budgeted by the University for such research. The committee operates according to by-laws and research policies which are printed in *Trinity University Policies*.

	Faculty		
	1975	1976	1977
Panel I	Fulmer	Callihan	Lewis
	Simpson	Davis	Poitras
Panel II	Baca	Kownslar	Kersnowski
	Fleming	Patton (Chairperson)	Marshall
Panel III	Christensen	Freed	Konstam
	Murray	Loxom	Stanley

Administration: Austin, Hawthorne, N. Smith

Executive Committee: The chairperson and vice-chairperson of the FRDC, the chairperson of Panels I, II, and III, the dean of the graduate studies, the vice-president for fiscal affairs, and the chief of research services.

COMMITTEE ON HONORS AND AWARDS

This committee is advisory to the registrar in matters pertaining to the dean's list, honor roll, honors at graduation, and such matters. It also determines and selects or confirms appropriate recipients of honors, awards, and prizes. The staging of the annual Honors Day is the responsibility of this committee.

The committee will also consider candidates for honorary degrees and, where it deems it appropriate, make recommendations to the faculty and trustees, in consonance with the By-Laws of the Board of Trustees.

Faculty			Administrative
1975	1976	1977	
R. Phillips	Holcomb	Frei	Grissom*
C. Smith	O.Z. White	Neesham	

COMMITTEE ON INTERCOLLEGIATE ATHLETICS

This committee is set up under its own by-laws, approved by the Board of Trustees, which also approves appointments. The committee is designed to fulfill all the functions assigned to such a faculty committee by the National Collegiate Athletic Association. Subject to the established policy and budgetary provisions of the Board of Trustees, the committee is responsible for the supervision and development of the total program of inter-collegiate athletics.

The committee consists of six members of the faculty plus three others who are ex-officio and non-voting (athletic director, vice-president for fiscal affairs or representative; president or representative). The students have non-voting advisory representation.

Faculty			Administrative	Students
1975	1976	1977		
Smetzer	Carnes	**Burr**	Hawthorne	2
Strauss	Lindquist	Scherer	Murphy	
			Wimpress	

COMMITTEE ON LECTURES AND VISITING SCHOLARS

This committee has the responsibility of scheduling and staging the program of outside lecturers and visiting scholars. It shall give due consideration to the interests of students, faculty and community and work within the accepted speaker policy. It is responsible for the administration of funds budgeted for its use by the University or from other sources.

Faculty			Administrative	Students
1975	1976	1977		
Owen	Davidson	Clark	Adkins	4
Schilling	Espey	Hoffer	Austin	
			Grissom	

Faculty			Students
1975	1976	1977	
Jarrett	Kregor	Ford	5
Walthall		Gentry	

COMMITTEE ON LIBRARY ACTIVITIES

The Committee on Library Activities has as its purpose the recommendation of general policies related to library and audio-visual activities and the expression of faculty and student concerns related to those activities. The director of libraries serves as the executive of this committee and consults it on ways of improving library services, on all location of book funds to departments, and other appropriate matters. The committee will assist the director of libraries in securing faculty and student support for library activities, and in bringing to the attention of the administration any special needs for growth and expansion of library funds and facilities and possible means of meeting those needs.

Faculty			Administrative	Students
1975	1976	1977		
Ashby	Barger	Blystone	Houze*	2
Benjamin	Garcia	G. Thompson		
Plummer	Hays	Middleton		
Smart	Shaner	Plapp		
R. Woods				

COMMITTEE ON PUBLICATIONS

Membership on this committee is in accordance with earlier agreement with the student government as well as the Joint Statement on Rights and Freedos of Students (IV, D). The Committee on Publications is composed of "an equal number of students and faculty-staff representatives."

This committee has general supervision and direction of the *Trinitonian* and other student publications, including approval of annual budgets for submission to the Student Finance Board and general responsibility for financial stability, election of (and for proper and stated causes, by orderly procedures, the removal of) editors and major staff members, and determination of advertising policies. All contracts must be approved by the Business Office after recommendation by this committee. A faculty or staff business advisor may be appointed. The committee shall live within the amount allocated to it from student fees and other direct income.

COMMITTEE ON RELIGIOUS LIFE

The minister-in-charge of the chapel is an ex-officio member and executive of this committee. To this committee, including the minister-in-charge, is assigned the responsibility of caring for specific tasks of religious leadership and services including chapel programs, both weekday and Sunday, special services such as Religious Emphasis Week and the Willson Lectures, and other religious programs; the counseling of preministerial students, cooperation with local churches and with denominational student workers, and, in general, the support of high spiritual tone and attitude on the campus and among the students. This committee may, at its discretion, divide its work among sub-committees.

Faculty			Administrative	Students
1975	1976	1977		
Webb	Evett	Brown	Judd*	8
Zetty	E. Hill	Schmidt		

COMMITTEE ON SCHOLARSHIPS AND STUDENT AID

This committee shall review, determine, and formulate policies for the granting of scholarships and student aid in all forms, keeping within the purpose of the institution and the availability and designation of resources for same. It shall serve as an advisory board to the Office of Student Aid and the coordinator, and may serve as a committee on appeal.

This committee, operating in consonance with policies established by the advisory committee, the regulations imposed by funding agencies including HEW, the directions of donors of scholarship and loan aid, and the admissions policies, is responsible for validating all scholarship awards. It must approve all student work contracts, determine all National Defense Loans, Economic Opportunity Grants, Work-Study Grants and other forms of student aid. All applications for student aid must be made to this committee.

Faculty			Administrative	Students
1975	1976	1977		
Hoey	De Vos	Gaedke	Grissom	4
Rodriguez	Detweiler	Golliher	Hawthorne	
C. Smith	**Frank**	Jones	Morales*	
			Pool	
			West	

In addition to the Committee on Scholarships and Student Aid, the following serve as advisory to particular funds, non-voting:

Jones-Garner Scholarship: President, vice-president for Academic Affairs, one faculty each from Political Science and Business Administration

Minnie Q. Underwood: President, chairman of the board, Judd

Athletics Grants-in-Aid: Murphy, Hawthorne, Walthall

Music: Thornton

Drama: P. Baker

Foreign Students: D. Rodriguez

Pre-Ministerial: Judd

Piper, Bexar County, Methodist, and Presbyterian: West

Faculty Children and Wives, Tuition Exchange: Vice-president for academic affairs

Student Aid Committee (Staff): Morales, Grissom, Hawthorne, West, Yerly

Committee on Traffic and Parking

This committee serves as an appeal route for persons receiving traffic or parking violation citations, and to assure adequate counsel in the establishment of the University traffic and parking regulations.

Faculty			Administrative	Students
1975	1976	1977		
Peek	Fearing	Bading	**Adkins**	3
			Hunt	

Special Boards and Committees of the Faculty

THE INVESTIGATING COMMITTEE

The Investigating Committee is established by the *Constitution of the Faculty* to investigate cases coming under the provisions of "Due Process" as described in the *Trinity University Policy Statements on Academic Freedom, Responsibility, Employment, Tenure, and Due Process*. Its three members and three alternates are elected by the Teaching and Research Faculty at the first faculty meeting each fall semester.

THE HEARING COMMITTEE

The Hearing Committee is established and described in the same documents as the Investigating Committee and its five members and five alternates are elected in the same manner.

THE GRIEVANCE COMMITTEE

A three-member Grievance Committee elected by the Faculty Commission will be established in the 1974-75 academic year if the relevant portions of the revised *Trinity University Policy Statements on Academic Freedom, Responsibility, Employment, Tenure, and Due Process* are approved by the Board of Trustees. The Grievance Committee may at its discretion consider and attempt to conciliate any kind of compaint or appeal falling outside the formal procedures covered by "due process."

THE ACADEMIC LEAVES COMMITTEE

The Academic Leaves Committee will be established during the 1974-75 academic year under the authority of the *Statement of Academic Leave Policy* already approved. The functions of the Academic Leave Committee are (1) evaluate and recommend proposed Academic Leave projects which will be funded by the University; (2) recommend approval or disapproval of other requests for leave of absence. Membership shall consist of nine faculty members elected by the Teaching and Research Faculty.

For futher information see the *Faculty Handbook* section on Faculty Benefits as well as *Trinity University Policies*.

Special Boards and Committees of the Student Association or Involving the Student Association with other University Constituencies

UNIVERSITY JUDICIARY BOARD

This Judiciary Board, established by *The Joint Statement on Rights and Freedoms of Students*, consists of three members of the Teaching and Research Faculty elected by the Faculty Commission and three upperclass students selected by the governing body of the Student Association. This board acts as a court of equity, having appellate jurisdiction over all cases involving the application of sanctions to students by other judicial or administrative bodies of the University. Membership for 1974-75 including expiration of faculty terms:

Faculty			Students
1975	1976	1977	
Bourdeau	Chinn	Brackenridge	3

STUDENT FINANCE BOARD

Created by the president of the University, this board allocates the student activity fee to funded programs and/or organizations in accordance with by-laws approved by this board and by the president. Membership is composed of the five constituent senators of the Student Association, the Treasurer of the Graduate Student Association, one administrator from the Office of Fiscal Affairs, and three members of the Teaching and Research Faculty elected by the Faculty Commission. Membership for 1974-75 including expiration of faculty terms:

Faculty			Administrative	Students
1975	1976	1977		
Erde	Boyd	Stoker	Adkins	A. Hernandez
			Hunt	P. Mills
				Parish
				Peryatel
				D. Prichard
				B. Harrell

STANDARDS COMMITTEE

Established by the *Joint Statement on Rights and Freedoms of Students*, the committee formulates the major standards of conduct, the violation of which may lead to suspension or expulsion from the University. In addition, the committee reviews all regulations of social or disciplinary probation formulation by other agencies of the University. The membership consists of the vice-president for student affairs, the dean of students, and the assistant dean of students, three members of the Teaching and Research Faculty elected by the Faculty Commission, and three students selected by the governing body of the Student Association. Membership for 1974-75 including expiration of faculty terms:

Faculty			Administrative	Students
1975	1976	1977		
Burkett	McShane	Burke	Pool	3
			Grissom	
			Adkins	

UNIVERSITY LECTURE COMMITTEE

Lectures open to persons other than members of the sponsoring organization and lectures sponsored by the Student Association must be approved by the assistant dean of students. If this approval is not granted, the organization shall have the right to appeal that decision to the University Lecture Committee. This committee shall be composed of the following:

The vice-president for academic affairs
The vice-president for student affairs
The presiding officer of the governing body of the Student Association
The director of the Student Activities Board
*The chairperson of the department most directly related to the particular lecture.
One representative of the Faculty Commission

*(This member is temporary. The appointment of this member shall be made by the chairman of the Faculty Commission).

STUDENT COURT

This court functions in two areas. As a part of the structure in disciplinary proceedings, the role is described in *The Joint Statement on Rights and Freedoms of Students*. Its role in other situations is defined by the *Constitution of the Student Association*. The Court consists of seven student members appointed by the Student Senate in accordance with certain specifications in the *Joint Statement*.

STUDENT ACTIVITY BOARD

The Student Activity Board is the structure within the Student Association responsible for cultural events and entertainment and for assistance in the orientation of new students. The board is headed by the director of student activities, who is elected by the Student Association and who appoints the staff. The director for 1974-75 is Emilio Nicholas.

Administrative Committees

PRESIDENT'S LONG-RANGE PLANNING COMMITTEE

The committee was created by the president in 1971 as an advisory committee to the president. The president refers committee recommendations to the Board of Trustees.

There are 16 members currently serving but there is no set number. Faculty and Board of Trustee members serve indefinitely while students are appointed by the Student Senate for their entire stay at Trinity. Current members are Denman and Jones (Board of Trustees); Austin, Hawthorne, Myers, Pool, Thomas, and Wimpress (administration); Burke, Garcia, Kimmel, Kramer, Moore (faculty); Jenkins* and D. Wilson (students).
*Jenkins to graduate at mid-term and be replaced by Peryatel.

ADMINISTRATIVE COMPUTER COUNCIL

Appointed by the president, this committee is to facilitate communication between the Computer Center and the administrative offices which use its services, and to increase the breadth and effectiveness of the Computer Center in this area. The current members are G. Anderson, Austin, R.L. Fleming, Hunt, C. Johnson, Myers, Pool, Treat, and West (chairperson).

AMERICAN REVOLUTION BICENTENNIAL COMMITTEE (Ad Hoc)

Appointed by the president, the committee is responsible for coordination of and planning for Trinity's participation in Bicentennial observances. Current members are Austin (chairperson), Bristow, Benjamin, McKinney, Myers, Taylor, R. Walker, Wimpress.

Academic Committees

ACADEMIC COUNCIL

The Academic Council, operating under its established by-laws, is the primary committee of the University responsible for academic policy. It exercises authority over all courses of instruction, including the approval of new courses, all requirements for degrees, and is responsible for granting special exceptions to stated policy. Actions of the Academic Council shall be regularly reported to the faculty and require approval by the General Faculty Assembly before their effect is final.

Membership of the Academic Council consists of the chairperson of each academic department, the vice-president for academic affairs, the vice-president for student affairs, the assistant deans of the University (two), the dean of students, the dean of the College of Arts and Sciences, the dean of the School of Business Administration, the dean of the School of Engineering, the dean of graduate studies, the director of libraries, the registrar, two students to be chosen by the Student Association, and the president of the University (ex officio).

The Academic Council includes four major units or commissions. Of these as listed below, the first two operate generally as committees of the Academic Council, and the latter two operate generally as autonomous commissions, although reporting to the council on matters of total University import. The first three have their membership appointed by the chairman of the Academic Council in consultation with the executive committee. Membership on the commissions may include other members of the Teaching and Research Faculty who are not members of the Academic Council.

Commission on University Requirements

This commission is established to consider and to make recommendations for action to the Academic Council on all matters concerning general University requirements and policies.

Commission on Undergraduate Programs and Courses

This commission is established to consider and to make recommendations for action to the Academic Council on all matters concerning undergraduate courses and departmental requirements.

Commission on Teacher Education

This Commission is established to consider and take action on all matters concerning teacher education, reporting to the council matters of total University import.

Commission on Graduate Studies

The Commission on Graduate Studies, functioning in graduate areas as the curriculum committee, considers and takes action on all matters concerning the graduate program of the University, reporting to the Academic Council matters of total University import. Membership of the Commission on Graduate Studies consists of the chairperson from each department in which a graduate degree is offered, the dean of the College of Arts and Sciences, the dean of engineering and the dean of business administration. Two students shall be appointed by the Graduate Student Association. The president of the University, the vice-president for academic affairs, the director of libraries, and the registrar shall be ex-officio members. The dean of the graduate studies shall be the executive. The administrative assistant to the dean of graduate studies shall be the permanent secretary.

DIVISION COUNCILS OF THE COLLEGE OF ARTS AND SCIENCES

Each of the five academic divisions of the College of Arts and Sciences is directed by a division council made up of the department chairmen within the division plus one other representative of each department. In addition, representatives from departments not assigned to that division may be granted membership upon request and with the approval of Division

Council members.

The dean of the College of Arts and Sciences will serve as executive of each of the division councils. The division councils provide a meeting ground for discussions of common interests, development of joint programs, professional growth across discipline lines and consideration of other academic matters of broad consequence which transcend traditional departmental boundaries. This includes discussion of new courses, the elimination of old courses, changes in major requirements, teacher preparation and other curriculum matters.

The Division councils report to the committees of the Academic Council and Graduate Commission on matters of new courses and departmental requirements. All matters coming to the Academic Council and Graduate Commission from departments within the College of Arts and Sciences, should come through the division councils. For the composition of division councils, see the *Faculty Handbook* section on Academic Organization.

Interdisciplinary Study Committees

These committees administer the interdisciplinary program of study in the areas named in the committee titles. Current committees and their membership are as follows:

a. AMERICAN STUDIES COMMITTEE: Detweiler, Brackenridge, Davenport

b. EUROPEAN STUDIES COMMITTEE: Carnes, Clark, De Vos, Holcomb, Marshall, Brantley, Tiemann.

c. LATIN-AMERICAN STUDIES COMMITTEE: Benjamin, Ashby, Garcia, Mounce, Owen, Poitras, Anchado.

c. SOCIAL SCIENCE COMMITTEE: Carnes, De Vos, Lindquist, Clark.

THE ACADEMIC FACULTY

The committee meets at the end of each semester and makes decisions regarding students who are on academic probation standing. Members are appointed by the vice-president for academic affairs. Current members include Thomas, Higgins, Grissom, Pool, Everett, Wheeler, West, Myers, and Busch.

CURRICULUM REVIEW COMMITTEE (AD HOC)

This special committee established by the Academic Council, has been especially concerned with review of the general curriculum and with study of programs of credit on admission. Current members include Austin, Brantley, Garcia, Goring, McCown, McKinney, Myers, Murray, Ranson, Thomas, and West.

COMMITTEE ON INTERNATIONAL STUDY

Originally established by the president, the Committee on International Study is charged with the responsibility of developing and coordinating international study opportunities for Trinity students, for promoting interest in study in other countries, and for establishing a continuing program dedicated to these purposes. Membership for 1974-75 includes Armstrong, Chittenden, Mannock, Myers (chairperson), and four students to be appointed.

COMMITTEE ON HUMAN USE AND RESEARCH

The committee is responsible for evaluating all proposals of research at Trinity which involve people, to see that the rights of all human subjects are met. Current members as appointed for an indefinite period by the vice-president for academic affairs, are Mannock, Gray, and Chinn.

PRE-MEDICAL ADVISORY COMMITTEE

The Pre-Medical Advisory Committee provides close liaison between Trinity and professional schools in the health area. It is concerned with maintaining proper undergraduate programs, giving counsel and academic guidance, and recommending students for admission to medical, nursing, dental, veterinary science and other schools in the related fields. Current members are Bartels, Blystone, Bremner, Clyde, Cobb, Fearing, Frei, Moyer, Murray, Peek, Sergeant (executive secretary), and Uhrich.

GOAL COMMITTEES

A committee is established for each of the goals in the general curriculum, with the function of settling appeals from students in the event of inability to reach agreement with a faculty advisor as to whether the student has met a particular goal. Procedures of appeal and names of the chairpersons of the committees are listed in the *Curriculum Manual.*

Honorary Society Selection Committees

WHO'S WHO NOMINATING COMMITTEE

Originally created by act of the president of the University, the committee selects Trinity

students for national Who's Who nomination. It has an indefinite number of members, approximately 25 students and 10 faculty, selected by the dean of students for a term of one year. Dean Grissom is the committee executive.

DANFORTH FELLOWS SELECTION COMMITTEE

The Danforth Fellows Selection Committee meets annually to recommend two Trinity students for consideration to be Danforth Fellows. The committee consists of four members appointed for one year terms by the Trinity liaison officer for the national Danforth Fellows organization. The liaison officer is Professor Carnes.

AUTONOMOUS HONORARY SOCIETIES

A number of autonomous honorary societies, both national and local, exist in symbiotic relation to the University. Various members of the faculty, administration, and student body participate in these organizations and their selection processes. Descriptions of these and other student organizations are in the *Student Handbook* and the *University Bulletin*.

Other Organizations and Committees

THE FACULTY CLUB

The Faculty Club is an organization of full-time faculty members and key administrative personnel. The Faculty Club is the social organization of the faculty, operates under its own by-laws, and elects its governing body which is known as the Faculty Club Committee.

Purposes served by the club in the name of the faculty include: acknowledgments of significant incidents in the lives of the faculty, administration, staff and their families; informal receptions honoring distinguished visitors to the campus; the honoring of retiring faculty members, and occasional parties. A club room is maintained for members on the lower floor in the east end of Northrup Hall where light refreshments are served Monday through Friday from 8 a.m. to 4 p.m. Guests may accompany members but, as a general rule, students should not be invited.

Dues of $55 a year are deducted from the salary of each member. Ten percent of this amount is turned over by the Business Office to the committee to cover the cost of flowers, gifts and other acknowledgments to faculty members and their families and to defray the cost of receptions and special events. The remainder is allocated to the Food Service for the operation of the club room including refreshments and service. Withholding of dues by the Business Office is upon authorization of the vice-president for academic affairs. Unless otherwise notified, he will provide the Business Office with a list of all eligible personnel.

Those who do not wish to be members or any member who desires to withdraw should present a request to the vice-president for academic affairs. A mail box is maintained in the west end of Northrup Hall (in the section of administrative boxes) for communications addressed to the Faculty Club Committee. Please inform the committee of any matter concerning the club that requires action by a note in the mail box or by a telephone call to any member of the committee listed.

THE FACULTY CLUB COMMITTEE

A Faculty Club Committee of full-time faculty members is elected annually by the membership to conduct the business of the club. Each elected member serves for three years. Members for 1974-75 with the date of expiration of the term of office are:

1975	1976	1977
Hoffer	Burkett	Barger
Rushing	Norris	H. Wood
	Ridenhower	

SECTION III

SERVICES AND BENEFITS

Academic Leave

The major purpose of an academic leave program is to provide an opportunity for continued professional growth and new or renewed intellectual achievement through study, writing, research, or travel. Other purposes include public or private service which ultimately serves the University program.

Proposals for academic leave are submitted in the fall for the next academic year in accordance with dates and procedures published by the committee. Approval grants full salary and fringe benefits for one semester or half salary and full fringe benefits for two semesters. The grantee must agree to return to Trinity for one year after the leave.

The academic leave program is not now funded. The acceptance and approval of proposals depend upon costs to the University and availability of funds.

See *Trinity University Policies* for the complete policy statement on academic leave.

Athletic Tickets

Football Season Tickets

Reserved seats between the forty-yard lines for five home games

Regular Price
$10

Faculty Price
$5

Basketball Season Tickets

Reserved Seat for 10 Home Games

Regular Price
$20

Faculty Price
$5

Automobile Insurance

At the recommendation of the Fringe Benefits Committee, Trinity University has approved an automobile insurance plan that will provide for reduced insurance rates for most employees. The plan will be set up on an individual basis and will be paid for by the employee through payroll deduction. The Canavan & Canavan Insurance Agency will be the agent and the Travelers Insurance Company will be the carrier for this plan. If you are interested in discussing this coverage, please contact John Canavan at 696-9880.

Automobile Parking, Registration

University employees are required to register their automobiles and obtain a parking sticker for each vehicle. When displayed in the proper place on the windshield, these stickers will authorize parking in assigned lots. There is a charge for this privilege.

All personnel who desire parking privileges are expected to comply with current published regulations, which are available in the Office of the Director of Security, Room 116 Northrup Hall.

Bookstore Discounts

All faculty members are authorized a 10 per cent discount on the purchase of books and supplies for their personal use. Adequate identification is required at the check-out counter.

Court Duty

Employees subpoenaed to serve on a jury or as witnesses will be granted the necessary time off with pay. This time will not be deducted from vacation or sick leave accrued.

Credit Union

All teaching faculty and many administrative employees are eligible for membership services, including loans and savings, with the San Antonio Teachers Credit Union. Information is available from Mr. McCown, Academic Programs, ext. 7203, or the credit union, 303 S. Santa Rosa, 223-3161.

Education of Faculty Families

Children of full-time faculty members may receive up to a full scholarship while doing satisfactory work toward a baccalaureate degree. This benefit does not apply to children of staff members; however, staff members may apply to the University for special scholarship aid for their children. The spouses of full-time faculty members also may receive up to a full scholarship while doing satisfactory work toward a baccalaureate degree. Half scholarships are the maximum given to either children or spouses for academic work beyond the baccalaureate degree.

To secure a scholarship for either child or spouse, a full-time faculty member must apply to the vice-president for academic affairs. If the request is approved, the vice-president for academic affairs will issue a scholarship award. Such scholarship award will be issued before the September registration covering the fall and spring terms, and before the mini-term covering the summer session. A short application form may be secured at the Office of the Vice-President for Academic Affairs and should be filed by September 1 and May 1.

Scholarships for faculty children are available only when the student has gained admission to the University by the regular process and when the student is unmarried and living at the home of the full-time faculty member. When students marry during the process of earning a baccalaureate degree, scholarship aid may be continued, but not when there is an interruption in attendance.

For the benefit of full-time faculty members who wish to send their children to other institutions, Trinity University maintains membership in Tuition Exchange and detailed information concerning member schools can be obtained from the vice-president for fiscal affairs.

A full-time faculty member may enroll as a scholarship student in one course each semester. To secure a scholarship for himself, a full-time faculty member must make written application to the vice-president for academic affairs. If the request is approved, the vice-president for academic affairs will issue a scholarship award. Such scholarship award will be issued before the August registration covering the fall and spring terms, and before the mini-term covering the summer session. A short application form may be secured at the Office of the Vice President for Academic Affairs and should be filed by August 20 and May 1.

If a faculty member wishes to take a course for credit and have it appear on an official transcript, he must go through the regular admission and registration process. This means that the first time he takes a course for credit at Trinity he will be charged the regular $10 fee charged all students for setting up personnel records. After that initial charge, there are no

additional fees for the faculty member to pay.

If a faculty or senior staff member who has served the University for 10 years should die while serving the University, children of such faculty or senior staff member shall be given the following privileges: Whether or not such child is yet college age at the time of such death, if he or she is academically admitted to Trinity University, the child's tuition will be waived, provided he or she has not reached the age of 25 years when application for admission is first made. Such tuition waiver benefit shall not apply to more than four academic years, and attendance of such child shall be completed within six calendar years from his or her first registration, unless the University should extend the period because of such student's service in the military forces of the United States or other exceptional circumstances delay the student in pursuing his or her college education. In addition, those regulations applying to children of living faculty members will apply to children of deceased faculty members.

Equal Employment Opportunity

Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The University takes affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action includes, but is not limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship.

Hospital and Surgical Insurance

The University participates in the Blue Cross Hospitalization Plan and the Blue Shield Group Surgical Plan which includes major medical coverage. This insurance is available to all permanent employees and their families on a voluntary basis at reasonable rates. The University contributes one half the applicable premium, and the employee's share is collected through payroll deductions.

If an employee does not enroll in the group within the first 30 days of employment, he is not eligible to enroll until the next anniversary date of the Group policy.

Leave of Absence

Trinity recognizes several types of leaves. In these cases, leave proposals are submitted to the Academic Leave Committee which will handle the proposals as outlined in its by-laws.

Life Insurance

As an added protection for families of permanent employees, the University makes available a voluntary group life insurance program with double indemnity and dismemberment features. The University pays one half of the applicable premium for the basic program.

Military Leave

Members of the National Guard or of the official Militia of the State of Texas, or members of the armed forces reserves are subject to annual call to temporary active duty. These employees may be granted a leave of absence without pay for no longer than ten working days in any fiscal year in order to carry out their required active duty. However, this leave will in no way affect the accumulation of vacation or sick leave allowance. A copy of the military orders must be presented when requesting leave.

Payroll Checks

Faculty and administrative salary checks are distributed by the Payroll Office on the 25th day of each month. The checks are inserted in window envelopes and placed in the faculty lockboxes located in the campus post office. Should the 25th day of the month fall on a Saturday, Sunday or holiday, the checks will be placed in the boxes on the working day preceding. Those paid on a bi-weekly basis pick up their checks in the Payroll Office every other Friday.

Faculty members who are employed on a 12-month contract will receive their salaries in 12 equal monthly installments. Those members of the faculty who are on a nine-month contract will receive their salaries in nine equal monthly installments beginning September 25th and continuing through May 25th. There is an option available to faculty members who are on nine-month contract which permits them to receive their salary in 12 equal monthly installments. If they choose this option, the faculty members receive the first check on the 25th of September and the final check on the 25th of August.

Reproduction Center

Departments should prepare and submit standard requisitions in an amount estimated to cover six months' requirements for copying, duplicating, and mail preparation. This provides a line of credit against which job costs will be charged. Specific instructions regarding each job to be done should be provided to the Reproduction Center. Secretaries are requested to submit work they want duplicated typed in black on white bond paper. Collating and stapling, as well as preparation of materials for bulk mailing, is also available. Please notify the Reproduction Center of extensive projects well in advance of the required date so that time may be programed to assure the work is done when needed.

Research Services

Faculty members interested in initiating research or training projects should contact the Office of Research Services. Through this office they may obtain information on sources of support and receive aid in the preparation of proposals. This includes editorial assistance, duplicating and mailing of proposals, as well as coordination of the necessary institutional approval procedures. Faculty members are encouraged to visit the office and make known their research interests and plans.

When the award of grant or contract is received, the project director must confer with the grants account to arrive at an understanding for handling the business of the project.

Retirement

Under the Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF) retirement plan, the University's contribution is 10 per cent of the participating member's basic salary. This contribution of the University is not taxed to the participating member currently but will be taxed as income when he receives it during retirement. TIAA-CREF policy requires that participating eligible members contribute a minimum of three per cent of salary to their annuities through payroll deductions. Since income tax is currently being paid on this portion of the contribution to TIAA-CREF, he will receive a tax-free portion of the annuity income during retirement.

The Internal Revenue Code provides that colleges, universities and certain other non-profit organizations may place a portion of an employee's compensation in an annuity contract (not necessarily TIAA-CREF) owned by him and that this portion of compensation will not be taxed to him currently but will be taxed instead as he receives it from his annuity during retirement. More information is available in the Payroll Office.

Sports Club

The validated card permits the holder to use sports facilities during "FREE" recreational periods as designated. All Sams Memorial Center facilities will be by registration and assignment only. Procedures to be used are as follows:

Bring I.D. Card to Room 125 — 8 a.m. to 1 p.m. daily or to Room 123 after 1 p.m. daily and on weekends.

Upon registration you will receive instructions and identification for use of a particular facility.

Guests — On **Special Occasions**, such as relatives visiting, you may request a guest pass from Room 125. This pass must be received prior to the time your guest participates. Weekend passes will have to be obtained by Friday at 5 p.m. On all other occasions each of your guests will be required to pay a $2 fee. Special daily Sports Club membership costs $3 per person per day.

Wives and/or Husbands — Students may purchase Sports Club memberships for spouse at $25 per semester or for $75 per year.

Sport Facility Policies — Everyone participating must follow all rules and policies for facility use. Violation will result in immediate removal from the facility and possible further disciplinary action.

Telephone System

Campus telephones provide direct service through the Bell System to and from faculty, staff and student telephones. For this reason, individuals and departments should be alert to the potential misuse of the system by unauthorized persons and make every effort to prevent such misuse.

Operator assistance is available during business hours (8-5 Monday through Friday). Answering service will be available at all other times. The success of the direct dial system depends upon each department making its Centrex number known to frequent callers.

Requests for new telephone services or changes should be authorized by signed memorandum from the department head and forwarded to Business Services, attention Mary

Carol Becker. Such requests for additional telephone stations should be considered carefully in the context of increased charges.

All telephone users are reminded that polite, efficient telephone answering techniques improve the quality of service to callers from outside and inside the University. Faculty and staff are urged to answer the telephone in this manner: "Good morning (afternoon), _____ Department, _____ speaking. May I help you?" It takes a little extra time to be polite and to identify oneself completely, but the improvement in morale and efficiency will make it worthwhile.

Unemployment Compensation:

Trinity University, as required by federal law, contributes to a program of unemployment compensation. This assures that employees terminated without cause have financial protection according to federal standards. No deduction or contribution from employees' salaries is involved.

Workmen's Compensation Insurance

All University employees are covered by Workmen's Compensation Insurance provided by the University without charge to the employee. The provisions of the Workmen's Compensation Law are incorporated into the insurance policy with respect to compensation to employees for bodily injury by accident or disease arising out of and in the course of employment by the University.

HOLIDAYS, SCHEDULES, HOURS OF OPERATION

Holidays

The following schedule of holidays applies to all faculty and staff:

Thanksgiving Day
Christmas Day
New Years Day (Jan. 1)
Good Friday afternoon
Battle of Flowers (Friday afternoon during the week of April 21)
Independence Day (July 4)

Hours

All university offices are open from 8 a.m. to 5 p.m., Mondays through Fridays, except for holidays. In addition, the Admissions Office is staffed from 8 a.m. to 12 noon on Saturdays.

Food Service Hours

Dining Hall

Breakfast — Mon.-Fri.	
Hot	7:00 a.m. to 8:30 p.m.
Continental	8:30 a.m. to 9:30 a.m.
Breakfast — Sat., Sun.	
Hot	7:00 a.m. to 8:30 a.m.
Continental	8:30 a.m. to 9:30 a.m.
Lunch — Mon. - Fri.	11:00 a.m. to 1:45 p.m.
Lunch — Sat., Sun.	11:30 a.m. to 1:00 p.m.
Dinner — Mon. - Fri.	5:00 p.m. to 6:30 p.m.
Dinner — Sat., Sun. in the Refectory	5:00 p.m. to 6:00 p.m.

Refectory

Breakfast — Daily	7:00 a.m. to 8:30 a.m.
Breakfast — Continental Daily	8:30 a.m. - 9:30 a.m.
Lunch — Mon. - Fri.	11:00 a.m. to 1:45 p.m.
Lunch — Sat., Sun.	11:30 a.m. to 1:00 p.m.
Dinner — Daily	5:00 p.m. to 6:30 p.m.

Refectory Summer Schedule

Breakfast — Mon. - Fri.	7:00 a.m. to 8:30 a.m.
Breakfast — Sat., Sun.	7:30 a.m. to 9:00 a.m.
Lunch — Daily	11:00 a.m. to 1:00 p.m.
Dinner — Daily	5:00 p.m. to 6:30 p.m.

The dining hall and rectory will be closed for vacations and at the end of the fall and spring semesters on the following dates during the 1974-75 academic year:

Fall Opening — Rectory and dining hall open Saturday, August 24, 1974, for the noon meal for resident hall students.

Thanksgiving Holiday — Refectory will be open through Thanksgiving holidays. Dining hall will close after lunch Wednesday, November 27, 1974, and open for breakfast Monday, December 2, 1974.

Christmas Holiday — Dining hall will close after lunch Friday, December 20, 1974, and open for dinner Tuesday, January 7, 1975. Refectory closes after dinner Saturday, December 21, 1974, and opens for lunch.

Spring Vacation — Dining hall closes after lunch Thursday, February 27, 1975, and opens Monday for the evening meal on March 10, 1975. Refectory closes after dining Thursday, February 27, 1975, and opens for the evening meal Monday, March 10, 1975.

Easter — Refectory remains open during Easter. Dining hall closes Thursday, March 27, 1975, after dinner and opens for breakfast Monday, March 31, 1975.

End of School Closing May 1975 — Dining hall closes after evening meal Friday, May 9, 1975. Refectory closes after evening meal Wednesday, May 14, 1975.

SPECIAL HOURS

Bookstore

Regular Hours:	
Mon. - Fri.	8:00 a.m. to 4:00 p.m.
Mon. - Thurs.	6:00 p.m. to 7:00 p.m.
Saturday	9:30 a.m. to 12:00 p.m.
Summer — Mon. - Fri.	8:00 a.m. to 4:00 p.m.
Registration Periods:	
Aug. 27 - Aug. 29	8:00 a.m. to 4:00 p.m.
and January 7 only	6:00 p.m. to 8:00 p.m.
Sunday	CLOSED

Chapel

Daily — Weekdays	6:00 a.m. to 10:00 p.m.
Tours — Weekdays	8:30 a.m. to 4:30 p.m.
Chapel Service — Sun.	11:00 a.m.
Holy Communion — First Sun. of month	10:00 a.m.

University Cashier

Mon. - Fri.	8:15 a.m. to 3:30 p.m.
Saturday	CLOSED

Student Bank

Mon. - Fri.	8:30 a.m. to 12:30 p.m.
	1:30 p.m. to 3:30 p.m.
Saturday	CLOSED

Library Hours

Following are the schedules of opening for the two long terms and summer terms that are observed by both the George Storch Memorial Library and the Chapman Graduate Library.

Fall and Spring Semesters

Mon-Thurs.	8:00 a.m. to 11:00 p.m.
Fri.	8:00 a.m. to 5:00 p.m.
Sat.	9:00 a.m. to 5:00 p.m.
Sun.	1:30 p.m. to 11:00 p.m.

Summer Terms

Mon.-Thurs.	8:00 a.m. to 10:00 p.m.
Fri.	8:00 a.m. to 5:00 p.m.
Sat.	9:00 a.m. to 1:00 p.m.
Sun.	1:30 p.m. to 10:00 p.m.

Holiday schedules and between semester schedules will be posted on the doors and announced in the news media.

Swimming Pool — Faculty and student use

Mon. - Fri.	3:30 p.m. to 5:30 p.m.
	7:00 p.m. to 8:30 p.m.
Sat., Sun.	1:00 p.m. to 5:00 p.m.

Groups wishing special swim parties may request opening for this purpose.

Tennis Courts — Faculty and student use

Except when classes or varsity practice are scheduled

Mon. - Sat.	8:00 a.m. to 8:00 p.m.
Sun.	1:30 p.m. to 8:00 p.m.

Sams Center

Hours for Sams Center faculty and student recreation, including bowling. There are facilities for such sports as handball, paddleball, basketball, and weight training when not in use by formal programs.

Mon. - Thurs.	8:00 a.m. to 9:30 p.m.
Fri.	8:00 a.m. to 11:00 p.m.
Sat.	10:00 a.m. to 11:00 p.m.
Sun.	1:00 p.m. to 9:30 9:30 p.m.

Coates University Center

Mon. - Sat.	8:00 a.m. to 11:00 p.m.
Sun.	1:00 p.m. to 11:00 p.m.

Summer closing time is 8 p.m.

Infirmary

The Infirmary is open and staffed 24 hours a day, except from Commencement to Fall Registration, where hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. Nurses are on call at all other hours during the summer.

Athletic Schedules

Football

Sept. 7	Monterrey Tech	San Antonio	7:30 p.m.
Sept. 14	Univ. of Ark. at Monticello	Monticello, Ark.	7:30 p.m.
Sept. 21	Open Date		
Sept. 28	Texas Lutheran College	San Antonio	7:30 p.m.
Oct. 5	Ouachita Baptist College	San Antonio	7:30 p.m.
Oct. 12	McMurry College	San Antonio	7:30 p.m.
Oct. 19	New Mexico Highlands University	San Antonio	7:30 p.m.
Oct. 26	Austin College	Sherman	2:00 p.m.
Nov. 2	University of the South	Sewanee, Tenn.	2:00 p.m.
Nov. 9	McMurry College	Abilene	2:00 p.m.
Nov. 16	Millsaps College	Jackson, Miss.	2:00 p.m.

*Homecoming

Basketball

Nov. 30	Tarleton State	Stephenville	
Dec. 3	Texas A&I	San Antonio	7:30 p.m.
Dec. 6-7	Dallas Baptist Tournament	Dallas	
Dec. 10	Texas A&I	Kingsville	
Dec. 13	Angelo State	San Antonio	7:30 p.m.
Dec. 16	Southwestern University	Georgetown	
Jan. 9	Dallas Baptist College	San Antonio	7:30 p.m.
Jan. 10	East Texas Baptist	San Antonio	7:30 p.m.
Jan. 17	Austin College	Sherman	
Jan. 20	Texas Lutheran College	San Antonio	7:30 p.m.
Jan. 23	St. Edward's University	San Antonio	7:30 p.m.
Jan. 27	Angelo State University	San Angelo	
Jan. 29	Southwestern University	San Antonio	7:30 p.m.
Feb. 1	LeTourneau College	Longview	
Feb. 3	East Texas Baptist	Marshall	
Feb. 7	St. Edward's University	Austin	
Feb. 12	Texas Lutheran College	Seguin	
Feb. 15	Austin College	San Antonio	7:30 p.m.
Feb. 22	Oklahoma Christian	San Antonio	7:30 p.m.
Feb. 25	Pan American	Edinburg	